City of Shoreview

Request for Proposal

FINANCIAL MANAGEMENT AND

COMMUNITY DEVELOPMENT SOFTWARE

March 25, 2016

Responses due by:

May 11, 2016

Contents

Request for Proposal

The City of Shoreview is accepting proposals for an integrated municipal financial software solution and for accompanying Community Development software. This document contains information for determining and evaluating Vendor proposals.

Proposals must be submitted by 4:30 p.m. May 11, 2016. An electronic copy of the proposal may be emailed to Fred Espe at fespe@shoreviewmn.gov. In addition, mail one hard copy proposal to address:

> City of Shoreview
> Attn: Software Evaluation
> 4600 Victoria Street North
> Shoreview, MN 55126

Current State

The City's financial software currently consists mostly of internally developed modules, using the Admins/V32 programming language. This programming language incorporates a proprietary database, so all conversion efforts will require working with City staff to collect data and present it in useable form. The software has been in use since 1990 and was converted to the Windows platform in 2011.

City staff has also developed a web store, a time-and-attendance module, and various minor applications using PHP, Javascript/JQuery and a MSSQL database. Some or all of these modules may be replaced rather than integrated into the new software depending upon Vendor proposals.

The City also uses Permit Works software for permits management and RecTrac (Vermont Systems) software for cash receipting at our Community Center. We may choose to replace rather than integrate either software package depending upon Vendor proposals. The City uses Laserfiche software for document retention and prefers to retain its use.

The City currently has seven Finance users, four IT users, and eight Community Development users.

Proposal Requirements

Proposals must include all of the following information:

1. **Vendor contact information**, including email addresses and telephone numbers.

2. **A company profile**, detailing number of employees and their locations; a list of key personnel with their years of experience; a list of customers near the City of Shoreview, Minnesota area; at

least five customer references, including software in place and length of use; and ideally, one or more local customer locations that are amenable to a site visit by the City of Shoreview.

3. **Software qualifications**, including a response to all of the specifications included in this request and any additional information pertinent to the evaluation of the software and services.

4. **Cost summary** of all expenses. Please provide one price quote for all required software, and a separate quote for each module proposed, both required and optional. The cost summary should include and break out any costs for required hardware, hosting fees, installation, training, and migration of data. Costs for design and development to meet specifications must be detailed in the Vendor Comment area for each specification and totaled in the cost summary. In addition, include the annual maintenance and license fee. If both premise-based and cloud-based solutions are available, they should be priced individually. All anticipated costs to the City shall be identified and itemized.

   When pricing optional modules, indicate the date through which each price quote remains valid.

5. **Third party** software proposals and relationships must be detailed separate from the specifications, including reporting tools and payment gateways, and include all associated costs.

6. **Implementation methodology** must include a detailed but flexible implementation plan for installing all modules in a phased approach over approximately 12-15 months. This must include a suggested training schedule showing all proposed on-site training classes and type of attendees.

   The selected Vendor is expected to assist the City in the conversion of electronic data. As part of the implementation plan, provide a data conversion plan which describes how and when data must be presented to the Vendor. The City will be responsible for extraction and scrubbing of data from City databases where Vendor support is needed.

7. **Software support strategy** must clearly specify the Vendor's available and philosophy from on-site and remote training, problem-solving, correction of software bugs, and addressing missing features in the software (as promised in the proposal) both during the implementation phase and after it is running live.

In answering the specifications, please make liberal use of comments to communicate both functionality that may be lacking and additional features offered as related to each specification. Qualifications should be indicated by using the following response codes:

- **Enter 5** in the Response Code column if the software fully meets the specification indicated.

- **Enter 4** if the specification can and will be met as a condition of sale with minor software modification. Testing and production of modifications will be completed at no cost by installation date.

- **Enter 3** if this is a planned future enhancement. Indicate the anticipated completion date in the comments.

- **Enter 2** if you are able to meet this specification for an additional cost. Testing and production of modifications will be completed prior to release. Indicate the cost and anticipated completion date.

- **Enter 1** if the software cannot meet this specification.

Evaluation Process

Price is an important consideration in the process, but not the only consideration. Other factors include software quality and features, Vendor's experience and stability, integration of modules, qualifications of key personnel, technical support system, implementation and training plan, and Vendor references.

Vendors on the short list selected by the City will be expected to provide, at a minimum, one full-day detailed demonstration of the software during the evaluation process. The City will work with Vendors to schedule necessary on-site presentation and demonstrations. Unless specified otherwise in the proposal, the City assumes all demonstrations will be in person and held at the City's location of business in Shoreview, Minnesota. A large conference room with internet access, projector or large display monitor, and phone conferencing capabilities will be available.

The City may choose to conduct site visits to the Vendor's headquarters and/or Vendor's clients as part of the evaluation process.

The specifications in this document are not requirements, but in many cases reflect a wish list. You will not be disqualified if specifications are not met. The City requests solutions, and is amenable to changing procedures if your software can accommodate our needs in a manner other than anticipated in any of the specifications below. Here are two examples:

1. The City requires decentralized approval of Accounts Payable payment. Our requested solution is to use purchase vouchers. You may convince us that purchase orders, requisitions, or decentralized invoice entry is more effective.

2. The City formats its final budget document by importing and integrating data from the Budget Preparation system to Excel. You may propose a better solution for printing the final document.

Both premise-based and cloud-based solutions will be considered. If both can provided, price these separately.

Vendor Questions

Questions and clarifications during the proposal period may be directed in email to either or both:

Fred Espe, Finance Director, fespe@shoreviewmn.gov (or via phone at 651-490-4622)

Richard Crumb, IS Director, rcrumb@shoreviewmn.gov (or via phone at 651-490-4628)

Lee Harmon, Senior IS Analyst, lharmon@shoreviewmn.gov (or via phone at 651-490-4634)

Once the proposals are evaluated and a short list of potential Vendors has been selected, they will be invited to participate in a teleconferenced pre-demo discussion with the project team. The purpose of this meeting will be to provide the Vendor time and opportunity to acquire additional information about the scope of the project and to review any questions about the desired focus of the demonstrations.

Tentative Acquisition Timeline

The following schedule is provided to assist in planning. The City reserves the right to adjust or reschedule milestones as necessary.

Request for Proposal released	March 25, 2016
Proposals due	May 11, 2016
Finalist vendors selected (short list)	May 20, 2016
Pre-demo discussions	May 23 – May 27, 2016
Discovery visits and on-site demonstrations	May 31 – July 8, 2016
Customer reference checks & site visits	July 11 – July 22, 2016
Final vendor selection	July 25, 2016
Negotiation and City Attorney review	July 31, 2016
Council Approval and contract awarded	August 1, 2016
Modularized implementation and training begins	August 2, 2016
Final completion of all modules	December 31, 2017

Responsible Contractor Certification

All bidders must certify they are a Responsible Contractor by signing a certification form minimum requirements are met under Minnesota Statute 16C.285. This form can be found at the end of the Request for Proposal.

1. The term "Responsible Contractor" as used in this solicitation document means a contractor as defined in Minnesota Statues, Section 16C.285, Subdivision 3.

2. A Contractor responding to this solicitation document shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statues, Section 16C.285, Subdivision 3.

3. Any Contractor or Subcontractor which does not meet the minimum criteria in Minnesota Statues, Section 16C.285, Subdivision 3 or fails to verify that it meets those criteria is not a Responsible Contractor and is not eligible to be awarded the software contract or to perform work on the project.

4. A false statement under oath verifying compliance with any of the minimum criteria shall render the Contractor or Subcontractor that makes the false statement ineligible to be awarded a software contract and may result in termination of a contract awarded to a contractor who submits a false statement.

5. The Contractor shall submit to the City upon request copies of the signed verifications of compliance from all Subcontractors of any tier pursuant to Minnesota Statues, Section 16C.285, Subdivision 3, Clause 7.

System-Wide Specifications

These expectations are held for all applications purchased by the City. Please note any proposed applications which are exceptions to these Specifications. Please feel free to make heavy use of comments in order to help us differentiate between prospective vendors.

Item	Specification	Response Code	Vendor Comment
	Company data		
1	Should have at least 200 clients in local government		
2	Should have been in business at least five years		
3	Should have at least five support staff members per shift (list how many)		
4	Should be able to provide local or regional training facilities		
	Installation & maintenance		
5	Any client-based software is licensed for life		
6	Software may be run in a web browser, whether premise-based or cloud-based		
7	All modules are developed by the same vendor		
8	The system can operate on a shared virtual environment, and client software can operate in a 64-bit Windows environment		
9	Users may open multiple windows to the same application or to different applications simultaneously without affecting licensing restrictions		
10	If source code for client-based software is not provided, it is stored in escrow		
11	Software provides numerous "hooks" or customization points where the City's unique needs/calculations may be integrated without disrupting the core product		
12	Custom programming is automatically preserved with future releases of the software		
13	City technical staff may make modifications as required to all custom programming.		
14	Software updates of all modules are routinely scheduled (please describe how often)		
15	Software updates are deployed remotely by		

	Provider upon acceptance by the City		
16	Software upgrades can be deployed while in production without downtime.		
17	Must continue to support all prior releases for the last three years		
18	City may request bug fixes and system enhancements online, may view requests made by other municipal organizations, and may view scheduled implementation plans for these requests		
19	Software provider will facilitate data conversion from City's legacy system		
20	City technical staff may participate directly in converting and balancing the initial conversion in order to lower cost		
21	City will have the capability to install the software also in a separate test environment for in-house training		
22	Ability to easily refresh data from the live database to the training database		
	Database & Windows security		
23	All web-based software and/or remote access software is browser independent. If not, list preferred browsers.		
24	The database engine is nonproprietary and SQL-based. MSSQL 2012 on its own server is preferred. A database schema will be provided showing contents and field definitions of all pertinent tables.		
25	Database updates are transaction-based with rollback capability		
26	Sensitive data within the database is kept encrypted. This includes social security numbers, personal payroll information, bank account information, performance reviews, and garnishment details.		
27	Non-sensitive data is *not* encrypted, or is otherwise made available, so that our IT staff can develop interfaces for custom – built programs that need read the database		
28	System is ODBC compliant providing the ability to access the data with 3rd-party products such as Microsoft Access		
29	Software utilizes Active Directory for single-sign-on and is LDAP compliant. (Please provide details of what is and is not		

	controlled by Active Directory)		
30	Software utilizes SSL (describe what industry standard SSL certificates are used)		
31	Software integrates with Windows security (describe any custom security features not discussed elsewhere)		
32	All software is fully PCI-compliant or integrates with PCI-compliant credit card merchants (please list merchants and/or payment gateways)		
33	Disaster recovery tools/protocols are provided, including daily backup and data redundancy of any cloud-based data (please explain)		
34	In the event of a disaster, Provider will work with the City to "go live" in a hosted site within 48 hours		
	3rd-Party Integration		
35	The software interfaces with Laserfiche v10.0 for document management		
36	Documents scanned into the applications are automatically directed to a Laserfiche repository		
37	Associated documents stored in the Laserfiche repository may be displayed by client software		
38	The software instead provides its own document management, integrated directly into the application as described above		
39	Software integrates with GIS applications (please describe) for mapping capabilities. The City uses ArcGIS (ESRI).		
40	System operates on the .Net framework, integrating with Microsoft Word and Excel		
41	System is able to send all email messages through Google's GMAIL, with hyperlink and other connections preserved when using GMAIL rather than Outlook		
42	System integrates with Google Calendar for all calendar interfaces. System is able to add, delete, and modify Google Calendar events. (Specify if different calendaring software is available.)		
43	If using an alternate to Google Calendar, software provides ability to export to iCalendar (.ics) file		

44	The software provides API structures for integrating with custom-built applications (please describe availability)		
	User training & support		
45	All applications include online documentation, including index, table of contents, and keyword search		
46	All applications provide online help for each process and data entry form, including field-by-field help		
47	Onsite user training is available for all applications and initial training is included in the proposal price. (If only offsite training is available, where is your training site?)		
48	Follow-up training is available in on-line courses (virtual classroom) for all applications		
49	Free on-demand video courses are available for all applications		
50	Training is available also for programmers and other technical staff		
51	An online support network (user group or forum) is formed of software users		
52	Software provider monitors the support network to provide solutions where the user group is unable		
53	Software provider facilitates annual regional conferences to discuss enhancements, solutions, and future direction (indicate location and cost)		
54	Software support is available on all features of all modules		
55	Software support is available to all users (no designated liaison on City staff)		
56	Software support is provided with a guaranteed callback of within 60 minutes		
57	Software support averages callback period of less than 20 minutes		
58	Software support is available by telephone and email		
59	Software support is available by online chat		
60	All front-line support staff are fully trained to directly assist callers, with at least 90% of calls resolved on the initial call		
61	Software modules provide menu-driven automatic connectivity to support staff,		

	transmitting information about application, function and user to the support provider, including screen displays		
62	Support staff may be granted remote access to the user's computer so as to assist by viewing exactly what the user sees (describe tools used)		
63	Once connection is made with support staff, software support is provided as continuous-effort until resolved		
64	Software support is free and available during all City business hours (8am to 5pm CST)		
65	Software support is available after-hours (indicate fee if applicable)		
66	Wizards are available to guide users through tasks which are rarely performed (example: setting up a new payroll deduction)		
	Standard Features		
67	Application development conforms to standard Windows GUI conventions, and all applications share an identical look-and-feel		
68	All screens may be resized as desired for each individual user, with zoom in and out. The selected resolution follows the user from page to page and from application to application.		
69	Display screens allow single-click exporting of data to Microsoft Excel		
70	System facilitates multiple users in the same screen simultaneously, even while posting to the data is occurring		
71	Remote access to software via tablet or laptop is available (describe differences between web and client reporting functionality)		
72	System provides spell-checking field-by-field for description and narrative entry		
73	System utilizes standard drop-down menus and look-up features to insure data consistency		
74	All data entry forms allow disabling unneeded fields		
75	All data entry forms allow removing unneeded fields		
76	Individual users may customize entry screens as desired, including disabling or		

	removing unneeded fields		
77	All manual changes to data fields are logged, and a history of changes may be displayed showing username, date, time, field changed, and old and new value		
78	All applications must allow users to develop form letters and one-time letters in Microsoft Word and utilize a mail merge function within the software to complete the letters		
79	Letters can automatically print employee signatures saved as an image		
80	All applications provide access to a report writer meant for general use. The report writer does not rely on any outside software such as Cognos or Crystal Reports.		
81	Reports may be designed and saved to the menu or dashboard for later use, and may be shared with other users		
82	Designed and saved reports may include optional parameters to be provided by the user at run time		
83	Report writer must allow creation of user-designed fields (columns)		
84	Report writer allows combining data from multiple applications. Eg: Fixed asset data and vendor data from the A/P system in the same report		
85	Report writer must allow up to nine levels of sorting and subtotaling		
86	Report writer allows users to build custom data views linking multiple tables together, and save these views for later use		
87	Report writer must allow subtotaling by partial field (eg: by month within date, or by significant digits of an account number)		
88	Report output may be previewed online before printing, and printing is optional		
89	All report output may be directed to an excel file		
90	All report output may be directed to a PDF		
91	Summarized reports may be displayed in bar-chart or pie-chart form		
92	All report output may be directed to Laserfiche		
93	All report output may be attached easily to		

	an email message		
94	Printed reports may be recalled and reprinted for a period of up to seven days		
95	All reports in each system may be modified by the user at run time by choosing a custom selection		
96	All reports in each system may be modified by the user at run time by selecting the sort order and subtotal breaks		
97	All report layouts in each system may be modified by City staff by adding or removing columns as desired		
98	System provides form generation software for the layout of statements, checks, and bills, and City staff can add data or adjust the layout of forms as needed. This includes at a minimum: 1. Payroll checks 2. Accounts payable checks 3. Utility bills 4. Misc. A/R invoices and statements		
99	Software design reflects a commitment to a paperless environment (please elaborate)		
100	All applications allow individually customizable workspaces/dashboards		
101	"Favorites" (common pages within the application) may be saved to the user dashboard		
102	All applications are process-driven, with checklists and/or workflows that guide the user step-by-step		
103	Only the final step of each process updates or posts, so that a user can back up to any step in the process and begin again from that step forward		
104	Workflows may be developed by users: multiple tasks may be grouped/organized into a custom workflow or process, such that the software steps the user through each task chronologically and does not allow running tasks out of order.		
105	Tasks may be scheduled for automatic processing at a future time		
106	Custom workflow/processes may include supervisor electronic authorization (signoff) at any point.		

107	Supervisors responsible for authorization will be notified by email, and notification will remain on the supervisor's dashboard until resolved		
108	All addresses in all applications share a central property database.		
109	All addresses in all applications may be linked by parcel ID via the central property database for query across applications, eg: one query can show all utility bills, miscellaneous receivable invoices, permits, licenses, and any other financial data relating to a property address.		
110	Applications provide audit reports designed to verify data integrity by comparing financial tables. Examples include: 1. Comparison of G/L receivable account balances with summed customer balances in subsidiary applications like Utility Billing 2. Comparison of customer balances with financial transaction detail 3. Comparison of YTD employee totals with check detail		
111	Software logs every process run by every user, with a display available of all processes run, showing operator and time of each		
112	Dashboards (or control reports) display control totals which can be compared daily to manual record keeping for audit purposes. Example: Accounting maintains a spreadsheet of all postings to G/L cash accounts and compares it daily to G/L totals		
	User authorization		
113	System provides a table of authorization levels for each application (role-based security, where the City may define the needed roles), and each user must be authorized separately within each application		
114	System provides field- and function-level security, and users may be designated as view-only at any level (please explain)		
115	Fields such as social security number, credit card number and bank account number may be masked/truncated for partial display on		

	screens and reports		
116	Each application's superuser(s) may enable or disable read access to menu functions and entry screens based on authorization level		
117	Internal control staff are automatically notified by email or dashboard of each change to any user's authorization, including time of change and the operator making change		
118	A superuser may enable or disable write access to menu functions and entry screens based on authorization level		
119	A superuser may enable or disable individual field access based on authorization level (example: viewing a social security number in the Payroll system).		
	Data Retention		
120	Software allows setting individual data retention levels per system and file. Example: water consumption history may be retained for five years while billing history is retained for only three years		
121	Historical data may be archived based on date of transaction, and archived data remains accessible		
122	Archived data may be restored to the primary database if needed		
123	Historical data may be purged completely from the system		

Other Comments:

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Required Applications

The following modules are required.

General Ledger System

The City's chart of accounts contains five elements:

A 3-digit fund, 5-digit G/L number, and a 4-digit object code (used with expenses only) make up the primary account string. The G/L number defines the account type: 1xxxx=asset, 2xxxx=liability, 3xxxx=revenue, 4xxxx=expense.

The fourth element is a 3-digit activity code for cost accounting. Any activity may be used with any combination of the first three elements.

For revenue and expense accounts, we break the primary account string down further with 3-digit sub-account . Each Fund/GLnumber/object combination has its own unique list of subaccounts, and each list begins sequencing with 001. For example, under 101-GeneralFund/40100-Council/2180-Supplies, the subaccount 001 is Business Cards. Under 101-GeneralFund/40100-council/4330-Dues, the subaccount 001 is Metro Cities.

The full account string therefore is FFF-GGGGG-OOOO-AAA-SSS

The City's chart of accounts holds about 6,000 accounts and we process approximately 100,000 G/L transactions annually.

Item	Specification	Response Code	Vendor Comment
1	The system facilitates governmental fund accounting, such that all funds are a self-balancing set of accounts		
2	The system enforces fund balancing at all times.		
3	The system has the flexibility to accommodate our account structure, as described above.		
4	Ability to re-use fund numbers that have been inactive for several years (example: capital projects)		
5	An account string may be given an alphabetic common name (alias), such that anywhere an account may be entered the user may enter the alias instead of the number string.		
6	If the chart of account changes during conversion from the legacy system, new		

	account numbers may be entered by typing in the old account numbers, similar to using aliases		
7	Authorized users may open, close, and reopen reporting periods as necessary		
8	The system allows multiple "adjustment" periods beyond the normal 12 months, reserved for journal entry adjustments		
9	The system allows multiple years and reporting periods to be open simultaneously.		
10	The system retains an unlimited amount of debit, credit, and appropriation transactions		
11	The system allows customizing the account structure in anticipation of future requirements		
12	Control accounts may be established within the chart of accounts such that posting to any detail account will also post to the control account. (We use control accounts in rebooking revenue and expenses to the balance sheet.)		
13	The system allows up to three levels of rollup for every element of the account string. Example of G/L number rollup: 4000 Expenditures 4600 Proprietary 4640 Street lighting Street Lighting Operations Example of object element rollup: 1000 Personal services 1100 Benefits Vacation pay		
14	If the fund element does not allow rollup, then the system must have the ability to combine any number of funds into groups for combined reporting and totaling		
15	Data presentation on reports may be at the account level or by any level of rollup. (Level 1 rollup would be the highest level and the shortest report; level 2 would be the next level of detail, etc.)		
16	Facilitates real-time GASB and CAFR		

	reporting, preferably by allowing multiple rollup methodologies		
17	System reporting allows summarizing on any rollup level of any element.		
18	System reporting allows reordering the elements of the chart of accounts in any order. Eg: sort by Fund within G/L number within Activity		
19	System reporting allows selecting any combination of element ranges for any period of time within one calendar year. The selected period of time may cross reporting periods and may be only a partial period.		
20	System reporting allows viewing and reporting on any period in the current year or in any of the five prior years		
21	System reporting allows comparing a reporting period in one year to the same reporting period in a prior year side-by-side		
22	System provides customizable and multilevel versions of the following minimum reports: 1. Trial Balance 2. Trial Detail 3. Statement of Expenditures 4. Statement of Revenues 5. Appropriation (Budgetary) Detail 6. Budget-to-Actual Comparison Reports 7. Income Statement 8. Balance Sheet 9. Chart of Accounts		
23	Account inquiry must be able to display and sort accounts at the Fund/GLnumber/Object level, and show budget-to-actual variance		
24	Expenditure/Revenue balances and variance may be viewed in various graphical forms		
25	Expenditure summary reports must include appropriation, period total, YTD total, and budget variance		
26	Revenue summary reports must include estimated revenue, period total, YTD total, and variance		
27	Transaction history must display transaction date, reference, description, amount, and appropriate subsidiary information such as check number, invoice number and journal		

	entry number		
28	Data selection for reports may be by range of account elements and/or rollup levels		
29	Ability during account balance display to drill down to transaction history, and from there to drill down again to the subsidiary record (such as an invoice)		
30	Provides easy display of monthly summary, showing all months' balances side-by-side		
31	Detailed information must be viewable from all prior years		
32	System interfaces with vendor's Accounts Payable system both to receive financial transactions and to drill down to display individual invoices		
33	System interfaces with vendor's Accounts Receivable system both to receive financial transactions and to drill down to display individual invoices		
34	System interfaces with vendor's Payroll System to receive summarized financial transactions		
35	System interfaces with vendor's Utility Billing system to receive summarized financial transactions		
36	System interfaces with vendor's Cash Receipting system to receive summarized financial transactions		
37	System interfaces with vendor's Fixed Asset system to receive summarized financial transactions		
38	For applications which post summary level detail to the General Ledger, drill-down is available within the application. For example, the user may drill down from the G/L to posting detail in the Utility Billing system for a payment batch, and from there drill down to any account within the batch.		
39	Subsidiary applications (Payroll, A/R, A/P, Utility Billing, Cash Receipting, Fixed Assets) may not create transactions that would post to closed reporting periods.		
40	Online account lookup of each element is available in all subsidiary applications		
41	Online expense account balance lookup is available in Accounts Payable and Journal		

	Entry applications, including original appropriation, expenditures, and new balance.		
42	Ability to deactivate accounts mid-year without deleting them.		
43	System disallows selection of a deactivated or nonexistent account combination in all subsidiary applications		
44	System optionally enforces budgetary limitations for selected accounts only on entry forms of subsidiary systems. Example: An invoice may not be entered in the Accounts Payable system which would overspend a G/L account. Budgetary limitations are not required to be enforced on all accounts.		
45	System optionally notifies management staff of an overspent budget		
46	Budget overspending may be allowed within preset limitations for each account, eg: $100 or 1%		
47	Budget overspending may be approved on a case-by-case basis by a budget manager		
48	Budget overspending may be enforced at an object rollup level rather than at the account level. Example: users may overspend the photocopies budget without approval, but not the entire office supplies budget.		
49	Ability to create a new fund by copying accounts from another fund		
50	Provide for automated year-end closing. Revenue and expense accounts most close and summarize to an equity account, and asset and liability accounts must carry forward into the new year.		
51	Must be able to post adjustments to the prior year after the new year has opened, and all adjustments must automatically roll into the beginning balances of the new year.		
52	System provides daily auditing reports/tools for balancing cash and fund totals against all incoming transactions and journal vouchers		
53	Daily reports may be scheduled for automatic generation every morning, with report output waiting on each recipient's dashboard/desktop at login		

54	System provides the ability to regenerate a report for any period as it would have been on any date in the past (the report would not include transactions that have been posted after the specified date and pre-dated to that period)		

Journal Entries

The Journal Entry system may be a stand-alone module or it may be incorporated in the General Ledger application. Your software may funnel subsidiary transactions (Payroll, Utility Billing, Accounts Payable, Accounts Receivable, Fixed Assets, Cash Receipting) through the Journal Entry system, or these applications may post directly to the G/L.

Item	Specification	Response Code	Vendor Comment
1	Journal entries may be entered and posted directly to the General Ledger as a batch of individual transactions		
2	Multiple users may enter and post their own journal entries simultaneously		
3	Journal entries may require electronic approval before posting		
4	Ability to set up a template for repetitive journal entries, in which only certain account elements or dollar amounts must be filled in before processing		
5	Repetitive journal entries may be scheduled (most will be monthly) and created together in one process		
6	Journal entries enforce fund balance, but this may be overridden if the operator must enter an unbalanced collection of transactions to correct a fund imbalance		
7	One-sided journal entries may be entered, with all offsetting debits/credits going to a specified account within each fund (usually cash – "cash clearing")		
8	Ability to import journal entries from MS Excel and/or CSV format (please indicate which), and to review the entry batch before accepting it		
9	System may maintain multiple formats for importing CSV files, formats may be added as needed, and formats are customizable by the user		
10	Ability to create automatic reversing entries for any posted journal entry. Reversing entry may be in a different period from the original.		
11	Ability to reverse and repost a journal entry		

	into a different account period, including periods in other years		
12	Ability to create automatic reversing journal entries for any posting batch of transactions from a subsidiary to the General Ledger. For example, to reverse a Utility Billing posting.		
13	Ability to copy and use any prior journal entry (even from a prior year) as a template for creating a new journal entry.		
14	Ability to enter comments during journal entry, and for those comments to flow forward into the General Ledger		
15	Ability to review Journal Entry on paper or on screen, and save an audit trail report to Laserfiche before posting		
16	Ability to classify journal entries with a classification code for posting selection and for reporting		
17	Ability to place a journal entry on hold for later processing		
18	Ability to post only those journal entries which are in balance, preserving the rest to be posted later		
19	Ability to preview a journal entry's impact on the General Ledger prior to posting		

Check Reconciliation

The City uses a joint bank account for both Accounts Payable and Payroll checks, though they are numbered separately. The Check Reconciliation application must aid in balancing both applications to the monthly bank statements.

Item	Specification	Response Code	Vendor Comment
1	Checks from Payroll and Accounts Payable modules may be reconciled together in one application.		
2	Checks may be cleared individually or by ranges of check numbers		
3	Alternatively, checks may be marked cleared by batch (as a range of check numbers), and outstanding checks then marked uncleared		
4	An electronic Account Reconcilement (ARP) file of cleared items from the bank may be uploaded to the Check Reconciliation system for automatic clearing		
5	Voided, direct deposit, and wire transfer checks are automatically cleared		
6	Monthly reconciliation statements will compare the statement balance to cleared checks, deposits, interest, service charges, and other miscellaneous transactions.		
7	Application provides an outstanding check report		
8	Uncashed check letters to recipients may be generated for uncashed checks		
9	These letters may be printed on paper or emailed automatically in PDF form		

Budget Preparation

The City prepares a biennial budget every odd year (for every even year), and a supplemental budget on the off year in which the second year of the biennial budget becomes the starting point for an amended one-year budget. In addition, the City maintains a five-year operating plan.

Budget preparation goes through several steps: A projected budget, then a department requested budget, then a City Manager proposed budget, and finally a council adopted budget. Budget entry at the department requested step is decentralized, with each department preparing their own budget.

Expenses are budgeted at the fund/GLnumber/object level, and revenues are budgeted at the fund/GLnumber level (see the chart of account structure in the General Ledger system). In addition, department heads can further detail each budget account by entering multiple sub-account budgets, though these sub-accounts are not included in the public budget document.

The Finance department budgets all personnel costs with a position budget.

Item	Specification	Response Code	Vendor Comment
1	The system allows entry of the budget in stages, from Projected to Requested to Proposed to Adopted		
2	The system must lock down each stage and preserve it as the City moves to the next stage		
3	Different departments and funds may be locked down (further changes prevented) at each stage on different dates.		
4	The system allows presentation of all four stages side-by-side.		
5	The system allows a fifth stage for off-year supplemental adjustments		
6	The system will allow presentation of the 2-year budget and off-year supplemental adjustment side-by-side.		
7	The system accomodates a projected budget of at least six years into the future. (The sixth year is so that a five-year operating plan will be prepared and can be published on the off-year as well.)		
8	The system allows decentralized entry of both expenses and revenues, with all data then pulled together into a collective budget file.		
9	The system allows every expense and		

	revenue account in the General Ledger to be assigned to a budget group or department for decentralized entry		
10	The system allows individual departments to view and modify only line items that relate to them		
11	The system allows the Finance Department to view and modify all accounts		
12	The system uses the same rollup levels as the General Ledger application, for presentation both on screen and in reports		
13	During budget entry, the system tracks and displays the total expense budget by major object (as determined by the first digit of the object code) and by department (as determined by the GL number)		
14	In like manner, revenue accounts should roll up to fund totals.		
15	The system should allow different modes of entry for different types of accounts. Examples include: 1. Standard line-item entry 2. Position budgeting 3. Interfund charges 4. Budget Transfers 5. Debt issues 6. Tax levies 7. Capital outlay entry (within the operating budget) 8. Capital project entry (within the capital improvement budget)		
16	The system allows each expense and revenue account in the chart of accounts to be categorized according to its mode of entry during the budget process		
17	The system allows standard line-item entry for specified accounts, both expense and revenue		
18	Finance users may view and edit the line-item budget in various sort orders. For example, the City would like to view and budget insurance costs (object code 3410) together on one page.		
19	The system uses a position budget to prepare personnel-related accounts, including benefits and taxes		

20	The system allows entry of individual capital outlay items, with these items summed to prepare the budget for capital outlay expenses		
21	The system allows for entry of capital projects to budget for accounts of that type, both resource and expense		
22	Line-item budgeting allows departments to enter multiple scenarios, one of which will ultimately be selected		
23	Line-item budget allows further breakdown into sub-accounts, but only on accounts so specified		
24	Line-item budget allows unlimited entry of comments for each line		
25	Line-item budget allows further detail entry if required. Example: the training budget may require detailing all anticipated training excursions		
26	During the bi-annual 2-year budget process, line-item budgeting shows side-by-side: 1. Prior year actuals for the last two years 2. Current year budget 3. Current year estimated actual 4. Six years of budget entry		
27	Departments must be able to calculate and enter the current year estimated actual. Line-item budget allows multiple means of estimating the current year-end actual, including straight-line, percentage increase of budgeted amount, and manual override		
28	During the bi-annual supplemental budget process, line-item budgeting allows amending only one budget year		
29	Accounts not specified as "line item entry mode" may be viewed on the line item budget, but may not be modified there		
30	Line-item budget allows entry of estimated revenue		
31	Capital Outlay budgeting should allow each department to enter any number of items		
32	Each capital outlay item may have a short description and an unlimited amount of text		
33	Each capital outlay item references one or more accounts in the operating budget		

34	Capital outlay budgeting allows the purchase of each item either in the current year (estimated actual) or up to six years in the future. The entire cost for each item will be recorded in a single year.		
35	Multiple capital outlay items may post to the same budget account.		
36	Items budgeted via the Capital Outlay method are automatically added into the line-item budget for display and reporting there		
37	System interfaces with the Fixed Asset module for importing depreciation and rent to the line-item budget		
38	Capital outlay purchases may be accompanied by the setup of new fixed assets, with depreciation and rent for these new assets also added to the line-item budget		
39	Approved capital outlay items automatically create records in the Fixed Asset module upon budget adoption		
40	System provides tools for projecting fixed asset replacement requirements and managing replacement funds, either in the Budget application or in the Fixed Asset application.		
41	Capital Project budgeting is facilitated as a separate module, not combined with the operating budget		
42	A Capital Project screen is available for budgeting multi-year projects which can cross multiple funds and budget accounts		
43	Each capital project may post to an unlimited number of resource (revenue) accounts and an unlimited number of use (expense) accounts		
44	All resources and uses sum on-screen to total resources and total uses, and these totals for each year must be forced to match.		
45	Capital projects allow budgeting for the current year (estimated actual), plus six years in advance		
46	Capital projects allow entry of at minimum a title, a classification, an unlimited text		

	description, and an unlimited text justification		
47	Each line item of the capital project may include a narrative, title, or classification code for reporting purposes		
48	Capital Projects may be approved separately for inclusion in each of the budget levels (requested, proposed, adopted)		
49	A position budgeting module is available for budgeting all personnel-related costs		
50	Each position may be budgeted separately, including active employees, vacant positions, and new requested positions		
51	The position budget interfaces with the Human Resources system for creation of positions, both filled and vacant		
52	The position budget interfaces with the Payroll system for collecting salary and benefits information, as well as anticipated pay raises		
53	The system projects personnel costs for the current year (estimated actual) and six years into the future		
54	A grade/step system is accommodated, whereby the employee is assumed to received the expected step increases up to level six		
55	The system allows overriding calculated step increases at the employee level, and also allows an optional seventh step at a designated salary above the grade table		
56	The system allows an unlimited number of raises per employee for cost-of-living or for any other reason		
57	The system allows projecting cost-of-living adjustments for up to six years in the future		
58	The system accommodates mid-year raises (step increases)		
59	The system accommodates mid-year cost-of-living adjustments. COLAs can be calculated with precision to at least two decimal places (e.g. a 2.25% increase)		
60	The system aids in calculating benefit costs, through the use of a benefit code table. Costs may be calculated as a fixed amount per FTE, as a percentage of gross pay		

	(perhaps subject to a maximum), or as a flat amount. System allows different rates for different years		
61	Alternatively, benefit costs may be specified in a rate table, such as charging life insurance rates based on employee age		
62	The system allows using the Payroll System's grade table, but with anticipated changes in salary up to six years in the future		

63	Benefits to be budgeted in the Position Budgeting module includes at a minimum:
	    1. PERA (retirement)
	    2. FICA
	    3. Medicare
	    4. Health insurance (medical & dental)
	    5. Long Term Disability
	    6. Workers Comp
	Multiple calculation options are available at the employee level for each benefit		

64	System allows an unlimited number of additional budgeted wages per position. Examples include Lump Merit, Car allowance, sick/vacation payoff and disability pay. All such wages must be budgeted for the current year (estimated actual) plus six years in the future		
65	Changes to additional wage rates and benefit rates are automatically applied to all appropriate positions		
66	System tracks expected hours and FTE per year to aid in calculating wages and benefits.		
67	Hours and FTE per position are automatically adjusted by mid-year anticipated hirings and terminations		
68	An employee type table provides default benefit and wage adjustment information. For example, part-time workers may receive by default a different level of benefits		
69	Expenses may be distributed between any number of G/L accounts. Distribution accounts must sum to 100%. Both wages and benefits are divided on a pro-rata basis between G/L accounts		
70	Expense distribution for each employee may change from year to year		
71	Associate employees may be budgeted in		

	lump; for example, an FTE of 8.00 for 16 half-time positions all on one position record.		
72	The overtime budget may be budgeted at the department level as a separate "position" rather than allocating overtime to each employee. Overtime wages contribute normally to appropriate benefits such as retirement and FICA.		
73	Each position may be approved separately at each level of the budget process (requested, proposed, adopted)		
74	An employee display is provided to show all wages and benefits broken down at the line-item level for each position. Perhaps line items are displayed down the side and budget years across the top.		
75	Approved positions are automatically added into the line-item budget for display and reporting there		
76	FTE totals are summed and posted alongside budget dollars to the line item budget		
77	A provision is made for adjusting prior-year FTEs (actuals, not budgeted counts) without amending prior year positions		
78	Object codes in the position budget are assigned as follows: The employee type (full time, part time, etc.) determines the object code for the wage, each type of benefit has its own object code, and each additional wage such as Lump Merit has a specified object code		
79	The system has the ability to run "what-if" analysis, preparing and keeping multiple personnel budgets, based upon anticipated benefit and COLA offerings. One what-if scenario is then selected as approved when the position budget is posted to the line-item budget.		
80	A budget screen is provided for entry and balancing of interfund charges. Example: the Central Garage "charges" seven departments and receives revenue from these departments into the Central Garage fund.		
81	The interfund charges screen accommodates		

	entry of budget transfers between funds, or else a similar module is available for budget transfers entry. Each transfer transaction includes a debit fund and a credit fund		
82	Interfund charges and transfers may be entered for the current year (estimated actual) and for six years in the future		
83	Ability to flag any interfund charges and transfers as non-operating funds, so they don't post to the line-item budget (revenue & expense is instead handled through the Capital Projects module or elsewhere)		
84	Interfund charges and transfers are automatically recorded also in the line-item budget, with no need for double-entry		
85	A budget screen is provided to track an unlimited number of debt issues, with expenses recorded for up to 25 years		
86	Debt issue expenses are broken down by principle (optionally recorded in the line-item budget), interest, and a number of user-definable costs. The City tracks fiscal agent fees, arbitrage calculations, and arbitrate rebate. Each cost is recorded in a different object code in the line-item budget		
87	Debt principle may optionally post to the budget, for proprietary debt		
88	A budget screen is provided for entry of tax levies		
89	Each tax levy may be divided between multiple funds, with the ability to choose which funds post to the line-item budget		
90	Dollar amounts for tax levies may be recorded for five years in the past, the current year budget, the current year estimated actual, and six years in the future		
91	Tax levies are automatically recorded also in the line-item budget, with no need for double-entry		
92	System provides the ability to change prior year budget and actual		
93	System must support restructure of the chart of accounts, translating prior year amounts for comparison to the new COA structure		
94	System allows entry of an unlimited number		

	of monetary or non-monetary activity measures for each department		
95	Activity measures entry provides a means of comparing values year-by-year		
96	System provides entry of and retains the last three community survey results, regardless of the years of the surveys		
97	Must be able to easily and seamlessly import and/or export spreadsheet data into and from any of the above data entry forms. Example: The City may choose to prepare a property insurance budget in a spreadsheet, and then import that spreadsheet into the line-item budget.		
98	System automatically rolls the adopted budget of both appropriations and estimated revenues into the G/L system		
99	General Ledger system retains both the original budget and revised/amended budget		
100	System provides a means of tracking all budget adjustments, including both the bi-annual supplemental budget process and any mid-year adjustments		
101	Budget adjustment history must be retained such that it complies with GASB 34		
102	System allows decentralized narrative entry for each department, to be printed within the budget document, with separate data fields for the following: 1. Department description (function) 2. Goals & objectives 3. Budget impacts 4. Recent achievements		
103	Narrative entry may be done with Microsoft Word, or at the least accommodates text formatting such as bullet points, italics, and bold print		
104	Spell-check is available in all narrative entry		
105	Narrative entry is decentralized, with each department responsible for their own entry		
106	The Finance department can specify limits to each of the narrative entry forms, anticipating the available space in the budget document		
107	System generates at minimum the following		

	budget review reports, which may be run at the current budget level or any prior level (projected, requested, proposed, adopted): 1. Position listing 2. FTE summary 3. Capital project detail 4. Review worksheets 5. Operating budget review 6. Fixed Asset depreciation and rent 7. Interfund charges 8. Budget transfers 9. Debt Issues		

Budget Presentation

The following primary public budget documents are generated by the City:

1. A Biennial Operating Budget, including a Five-year Capital Improvement Program
2. A Five-year Operating Plan
3. A Comprehensive Infrastructure Replacement Plan
4. On off years, a one-year Amended Operating Budget is prepared, including an Amended Capital Improvement Program

The City has won numerous awards for budget preparation and does not wish to take a step backward in presenting our budget to the public. For this reason, we have functionally separated Budget Presentation from Budget Preparation. The City plans to continue preparing its budget documents using our existing Microsoft Excel templates, and anticipates importing data from the Budget Preparation system on demand into these spreadsheets. The City anticipates mapping imported data sheets to its budget template pages.

If you prefer to offer ODBC links to formatted data views rather than exporting data to Excel, or if you offer some other means of providing the data to the Budget Presentation system in the format required by the City, this may be acceptable. Please provide details.

1	System generates Microsoft Excel files for inclusion in the City's four primary budget documents (see introduction). These excel files may be mapped cell-by-cell and/or column-by-column by the City to preformatted documents that we provide, displaying the budget with graphics, attractive headings, and various word formatting. See appendix for sample document layouts.		
2	System generates an Excel file upon request, with data cells needed to support the City's Total Operating Budget page in the Operating Budget document (see figure 1 for example)		
3	System generates an Excel file upon request, with data cells needed to support the City's Combined Revenues & Expense page in the Operating Budget document (see figure 2 for example)		
4	System generates an Excel file upon request for each fund, with data cells needed to support the City's Fund Summary layout in the Operating Budget (see figure 3 for example)		

5	System generates an Excel file upon request for each department, with data cells needed to support the City's Activity Summary layout in the Operating Budget. This spreadsheet includes major object breakdown, full-time equivalents, and various narrative fields. (See figures 4 and 5 for examples.)		
6	System generates an Excel file upon request for each fund category, with data cells needed to support the City's Fund Category overview pages in the Operating Budget. Fund types include Special Revenue, Debt Funds, Enterprise Funds, and Internal Service Funds. (See figure 6 for example.)		
7	System generates an Excel file upon request with data cells needed to support the City's Full Time Equivalents data page in the Operating Budget (See figure 7 for example)		
8	System generates an Excel file upon request with data cells needed to support the City's Interfund Transfer data page in the Operating Budget (see figure 8 for example)		
9	System generates an Excel file upon request for each capital improvement fund, with data cells needed to support the City's financial display sections for each capital project in the Capital Improvement Program (see figure 9 for example)		
10	All Excel files created to present the Biennial Operating Budget and Amended Capital Improvement Program are suitable also for import and use in the off-year Amended Budget and Amended CIP documents. These documents are similar, but with fewer columns.		
11	System generates an Excel file upon request for each fund, with data cells needed to support the City's fund layout in the Five-year Operating Plan (see figure 10 for example)		
12	System generates an Excel file upon request summarizing all operating funds, with data cells needed to support the City's Total Operating Funds page in the Five-year Operating Plan (see figure 11 for example)		

13	System generates an Excel file upon request for debt services, with data cells needed to support the City's debt service pages in the Five-year Operating Plan, including debt issued and retired (see figures 12-14 for examples)		
14	System interfaces with the Fixed Asset system, or draws upon replacement fund analysis in the Budget Preparation system, to generate Excel files upon request, with data cells needed to detail each fund in the City's Comprehensive Infrastructure Replacement Plan (see figure 15 for example)		

Fixed Assets

The City currently tracks all fixed assets in a separate application. Straight-line depreciation is used, and replacement cost is calculated, with "rent" charged back to departments to maintain a replacement fund for all assets.

The City has about 1,200 fixed asset records.

Item	Specification	Response Code	Vendor Comment
1	System tracks all assets by classification, location, department and purchasing fund.		
2	System facilitates multiple fixed asset G/L numbers, as defined by the asset classification		
3	System must record acquisition date and expected life for depreciation		
4	Asset may be recorded in one or more funds		
5	System allows the creation of additional custom fields		
6	Assets may be created by the system in a number of ways: 1. Automatic creation from the Accounts Payable system 2. Automatic creation from the Budget System 3. Import via CSV file 4. Manual entry		
7	System must retain its link to Accounts Payable after creation to display vendor and payment information for the asset, including check number, invoice number, and G/L accounts		
8	System integrates with the Budget system for budgeting capital outlay and rent		
9	System facilitates easily transferring an asset to another department		
10	System calculates and posts straight-line depreciation. A ten-year asset will charge depreciation for eleven years, with the first and last year being half the depreciation amount of years two through ten.		
11	System retains a history of all depreciation transactions		
12	Ability to adjust depreciation schedules for individual assets		

13	Ability to adjust posted depreciation for individual assets		
14	System tracks replacement cost for depreciable assets, using a standard inflation rate		
15	Inflation may be overridden on a per-asset basis		
16	Replacement cost may be modified by other incidental charges		
17	System calculates annual maintenance cost based on asset classification		
18	System calculates annual rent, including asset replacement cost plus maintenance		
19	Rent charges for each asset may be distributed over up to twelve G/L accounts on a percentage basis		
20	System retains a history of all rent transactions		
21	Ability to adjust posted rent for individual assets		
22	System allows entering improvements or other adjustments, both positive and negative, and recalculates the rent and depreciation schedules as appropriate		
23	System maintains a "book value" for each asset		
24	System facilitates retiring of assets, tracking the retirement method, date, authorizing party, sale price, effective date, and reason for retirement		
25	System calculates gain/loss on retirement		
26	System allows deleting an asset set up in error		
27	An asset may be classified temporarily as construction-in-progress, and may continue one or more years in this status. Once the construction is complete, the asset is reclassified and normal depreciation begins		
28	System integrates with Laserfiche to view images of supporting documentation relating to an asset		
29	Ability to print reports needed for CAFR presentation		
30	Tracks additions, deletions, and ending-year balance in accordance with GASB 34		
31	Provides reporting capabilities including at		

	minimum the following:
	   1. Asset detail, sorted and subtotaled in numerous ways
	   2. Asset summary totals, sorted in numerous ways
	   3. Asset additions and reductions
	   4. Retirement reports
	   5. Rent & depreciation schedules
	   6. Rent & depreciation charges
	   7. Undepreciated values listing
	   8. Anticipated retires		

32	System integrates with General Ledger system to post transactions for:
	   1. Asset acquisition
	   2. Improvements
	   3. Depreciation expense
	   4. Rent chargeback
	   5. Retirement (with gain/loss)
	   6. Transfers to another department		

Accounts Payable

The City pays invoices weekly from a single bank account. We do not pre-process invoices, but rather do entry and check printing in the same process.

We do not at this time use requisitions or automated receipting, and seldom use purchase orders. However, we do use a decentralized Purchase Voucher system to provide authorization to the Finance Department to pay each invoice. Purchase Vouchers are then imported into the Accounts Payable system and become invoice payments.

The City processes about 6,000 checks per year.

Item	Specification	Response Code	Vendor Comment
1	Ability to use the Accounts Payable module independent of any Requisition, Purchasing, or Receipting modules.		
2	Supports cash, modified accrual, and accrual method. Individual invoices can be expensed either as of the check date or any date of any open period.		
3	System allows maintaining a vendor file, with tax identification, 1099 status, and contact information		
4	Multiple remittance and ordering addresses may be recorded for each vendor, but payments are summed for all addresses for 1099 reporting		
5	Vendor file contains preferred payment method, including: 1. ACH account information 2. Wire transfer information 3. Hand-delivery or separate check indicator		
6	Vendor file contains default G/L account(s) and product description for invoice entry		
7	Bank account numbers for ACH are masked, except for the last four digits		
8	Vendor records may be easily combined, and all invoice history reassigned, in the event duplicate vendor records are discovered		
9	Vendors may be flagged as inactive, and the inactive status prevents further invoice entry		
10	System is able to enforce entry of a valid vendor number on all invoices with the		

	following two exceptions: 　1.　Invoices referencing no expense accounts 　2.　Expense reimbursements		
11	A valid vendor number is *not* required for invoices referencing only revenue or liability accounts		
12	Invoices are entered with an invoice number and date, and the entry form prevents duplicate invoice entry		
13	Invoice entry calculates sales tax as appropriate.		
14	The sales tax base may differ from the full invoice amount. It may be recorded either by specifying which items on the invoice are taxable, or by hand-entering the tax base.		
15	The City pays invoices as received regardless of the tax computation. Taxable status of each invoice can therefore be: 　1.　Non-taxable & not included 　2.　Sales tax due (not included on invoice) 　3.　Tax included on invoice 　4.　Tax also includes additional local/transit tax.		
16	The City requires two tax listings with each check run, for taxable status 2 and 4 above		
17	Invoices may be accepted from a variety of sources, including: 　1.　Import from CSV files 　2.　Import from all receivable systems, including Utility Billing, for refund checks 　3.　Import from Payroll for provider payments etc., unless such checks are cut by the Payroll application 　4.　Import from any subsidiary Payable applications, such as Purchase Vouchers, Expense Reimbursements, and Credit Card or P-card systems 　5.　Auto-creation of invoices from purchase orders		
18	Invoice records may be created by scanning vendor invoices, perhaps integrating with Laserfiche scan to do this		

19	City staff may design multiple CSV import specifications, and select the appropriate methodology with each import		
20	Invoices may be viewed and accepted in batch with each import before moving the data into the Accounts Payable system		
21	Each payment may be processed either by paper check, wire transfer, or ACH		
22	Ability to process all three payment types together in a single check run		
23	In the event of wire transfer or ACH, supporting check detail may be emailed to the vendor rather than printed		
24	By default, all invoices for the same vendor combine to a single check.		
25	Individual invoices may be flagged as a "separate check" such that they are not combined with other invoices to the same vendor		
26	If all invoices cannot fit on the check stub, an overflow page is printed to accompany the check		
27	Individual invoices may be entered with comments which will print on the check stub		
28	During invoice entry, vendors may be quickly located by partial name entry		
29	A commodity code table provides a shortcut entry to fill in item description and G/L account during invoice entry		
30	Ability to process credit memos		
31	Credit memos are held until offsetting invoices are entered, and then processed as a credit against the outgoing check		
32	Invoice cost may be distributed across an unlimited number of G/L accounts in multiple funds		
33	System automatically posts double-entry transactions to the General Ledger, preserving fund balance in each fund		
34	System posts to accounts payable accounts in the General Ledger if and only if the invoice is accrued, such that it is expensed on a different date than the check date		
35	System provides the ability to void a historical check, creating reversing entries for all invoices on the check.		

36	User may optionally reprocess voided checks, after making adjustments to the reversed invoices		
37	Ability to print an edit report for balancing of invoices and to make modifications before reprinting the edit and processing checks		
38	System supports both printing and electronic filing of 1099s		
39	1099 filing accommodates multiple 1099 type codes including MISC, S, INT and G		
40	System can aid in verifying the validity of social security numbers and employee ID numbers with the IRS		
41	The system does not require any month-end or year-end closing for 1099 filing or for any other reason		
42	System generates request letters for vendor 1099 information		
43	The City generates checks bi-weekly after the Council approves check disbursement. The software must also accommodate mid-period check runs, selecting only those invoices indicated as "mid-period checks"		

44	Ability to generate the following reports during check processing:
	   1. Invoice approval report
	   2. A condensed approval report formatted for Council review
	   3. Check register
	   4. NACHA register
	   5. Wire transfer listing
	   6. Tax reports as specified above		

45	Checks may be printed on blank watermarked form, with the software printing check numbers, logo, MICR coding and three checks signatures		
46	Software automatically generates a NACHA file for transmission to the bank		
47	New vendor EFT setup may be flagged for prenote records in the next NACHA transmission		
48	City staff will have the ability to make minor changes to check layout		
49	Check processing generates a G/L balancing report, or other tools used in daily balancing		

	cash and fund balances in the G/L		
50	Ability to define custom reports and include them automatically in the check generation process		
51	Ability to print any reports both to paper and to Laserfiche		
52	Generates Positive Pay file (PPFA) in the format required by bank		
53	May flag an invoice as a fixed asset, and have that record automatically generate a record in the Fixed Asset application		
54	Integrates with Laserfiche for display of all supporting documentation for each invoice		
55	Check processing may require electronic approval of a supervisor before printing checks		
56	Invoice entry is compared in real-time against the budget		
57	Tolerance levels may be set for budget overexpenditure based on flat dollar amount and percentage		
58	Budget overexpenditures which are already approved in any of the supporting modules below will not require a second approval during invoice processing. (Example: if a Pay Voucher is approved for overspending, then it does not need to be reapproved once processed as an invoice.)		
59	Multiple users may be entering and balancing their own invoice batches simultaneously		
60	A vendor portal is available for vendors to view their history online. Vendor portal includes payment history, invoices, and purchase orders.		
61	The vendor portal provides the ability for vendors to print 1099s		
	Supporting module: Purchase orders		
62	System allows decentralized entry of purchase order information		
63	Purchase order processing facilitates multiple layers of electronic approval		
64	Purchase orders may be printed on plain stock, including the City's logo		
65	Alternatively, purchase orders may be automatically emailed to vendor in PDF		

	format		
66	City staff will have the ability to make minor changes to purchase order layout		
67	Invoices paid from a purchase order do not require double-entry of any information entered on the purchase order, including G/L account		
68	Processed purchase orders automatically post as an encumbrance to the General Ledger system, and the encumbrance is released when the purchase order is paid		
69	Encumbrance posting may be disabled if desired (the City does not currently do encumbrance accounting).		
70	Software contains a module for bid tracking and awarding		
	Supporting module: Purchase Vouchers		
71	System supports decentralized entry of Purchase Voucher information. (A purchase voucher provides department authorization to pay an invoice.) Purchase vouchers include all information necessary for invoice entry, including an unlimited number of G/L accounts		
72	Purchase voucher entry compares each voucher to the budget, and requires electronic approval if budget is overspent		
73	Purchase vouchers support multiple layers of electronic approval, based on dollar amount and submitting department		
74	Purchase vouchers are automatically "printed" to Laserfiche upon posting, and this Laserfiche document is tied to the invoice in Accounts Payable for display there		
75	Purchase vouchers may be imported to invoice entry in batch		
76	Invoices created from purchase vouchers may be modified if necessary, but typically require no modification before processing		
77	Purchase voucher templates may be set up by each individual user, which may be used for quick-entry of future vouchers		
78	Purchase vouchers may be entered (or partially entered) and put on hold for later processing		
79	When viewing a historical invoice in the		

	Accounts Payable module, the user may drill down to the purchase voucher(s)		
	Supporting module: Reimbursement Entry		
80	System supports decentralized entry of employee expenses for reimbursement, in a manner similar to purchase vouchers		
81	Expense reimbursement entry may be entered with either a vendor number or an employee number		
82	Expense reimbursement entry interfaces with Laserfiche for storing ancillary documents, such as parking receipts		
83	Expense reimbursement entry allows mileage entry and automatically applies the current mileage rate		
84	Expense reimbursement entry allows distribution between an unlimited number of G/L accounts		
85	Expense reimbursements support multiple layers of electronic approval, based on dollar amount and submitting department		
86	Expense reimbursement records may be imported directly into invoices for payment in Accounts Payable		
	Supporting module: Credit Card Entry		
87	System allows decentralized entry of credit card or P-card detail for authorized users		
88	During entry of credit card data, each line may be copied into the next for facilitate quick entry of multiple charges to the same vendor and type of expense		
89	Credit card entry supports multiple layers of electronic approval, based on dollar amount and submitting department		
90	Credit card data may be entered in batch from the card statement, or may be entered daily as expenses occur		
91	Electronic approval of credit card detail may be done as a batch, approving all of person's card entries as a whole. Supervisors need not approve each individual transaction.		
92	Credit card Expense records for the same vendor may be imported into a single invoice for processing in Accounts Payable		

Miscellaneous Accounts Receivable

The City desires to implement a catch-all receivable application for invoice billing that is not accomplished through any other purchased modules. Two sub-modules may be included in this application, or may be proposed separately (see Optional Modules below):

1. Business Licenses
2. Animal Licenses

The City processes about 200 miscellaneous invoices per year.

Item	Specification	Response Code	Vendor Comment
1	Provides a customer file with name, address, parcel ID		
3	Provides a letter-writing feature, with the ability to quickly generate a letter to any customer including invoice data		
4	Each customer may accumulate an unlimited number of invoices, and support statement billing including all open invoices		
5	Invoices may be entered and processed individually as necessary		
6	Invoices may be classified by invoice type, and individual invoice types may have differing invoice designs		
7	Facilitates taxable and nontaxable invoice types		
8	Taxable status may be overridden on a line-by-line basis, such that some charges for an invoice are taxable while others are not		
9	Each invoice allows an unlimited number of line items, with description, G/L account or billing code (where the billing code determines the G/L account), and charge amount		
10	System does not require a separate billing code for every G/L account, e.g. the G/L accounts can be recorded directly on the invoice, or perhaps entered alongside the billing codes to override the default account coding specified by the invoice's billing codes		
11	System allows entry of adjustments and additional charges to an invoice at any time		
12	Interfaces with the General Ledger system		

	for posting of all transactions		
13	Billing, adjustment, and payment transactions post to the General Ledger using double-entry accounting, such that each new invoice posts automatically to the appropriate receivable account and cash account for each fund on the invoice		
14	System interfaces to the Cash Receipting system for payment processing		
15	Invoice templates may be prepared for quick-entry of common invoices		
16	Recurring invoices may be prepared with a start date, stop date, and frequency for periodic billing. A command may be run to create regular invoices from the recurring invoices for a particular frequency.		
17	One invoice may be set up for periodic partial billing until the amount due is fully billed		
18	After regular invoices are created from recurring invoices, they may be individually modified as necessary before billing		
19	System provides a transaction detail display for each invoice and for each customer (one customer can have many invoices)		
20	System calculates and posts penalty charges for late payments		
21	Penalty charges may be enabled or disabled for each customer on a case-by-case basis		
22	Collection letters may be prepared automatically based on account aging and invoice type		
23	Invoices, statements, and letters may be printed for direct mailing or may be emailed without the need for printing to paper		
24	Calculates and displays account aging at the invoice level and also at the customer level		
25	The following minimal reports are available: 1. Open invoice list 2. Aging analysis 3. Account balances by fund 4. Unbilled invoices		
26	Past-due accounts may annually be collected for tax certification into a pending status. Only the past-due amount is subject to certification, while other balances may		

	continue to accrue		
27	A certification register of all pending accounts may be printed on demand		
28	Letters may be generated to customers pending certification at any time		
29	Payments made to accounts pending certification may drop them from the certification list if appropriate		
30	Interest may be charged on certified balances		
31	Miscellaneous certification charges may be applied to accounts pending certification in batch (does not require individual entry of charges)		
32	Supports creating a CSV file for transmission of certification charges to the County for tax billing		
33	Automatically processes adjusting transactions to remove the certified balance on each account (the balance is moved to another receivable account in the G/L)		
34	Interfaces with Accounts Payable for refund checks, or provides a means of printing refund checks within the A/R application		
35	Provides the ability to reprint an invoice at any time, reflecting current balance		
36	Provides the ability to print a customer statement which includes all invoices due at any time		
37	Invoices and statements may be printed on blank paper (not pre-printed forms) including barcodes and our City logo		
38	Integrates with Laserfiche to view images of supporting documents relating to each invoice		
39	Software provides an API or other means of integrating with our on-line webstore to display balances in real-time		
40	System facilitates the following charge calculation for excessive false alarms: 1. $50 fee for the 3rd occurrence of a false alarm within any 365-day period 2. $50 fee for the 4th occurrence within any 365-day period 3. $150 for the $5th occurrence within		

	any 365-day period		
41	System allows recording each false alarm on a property as it happens, even if the number of false alarms is not excessive enough to warrant a charge		

Cash Receipting

The City requires a central cash receipting application which collects and balances miscellaneous purchases and payments for all receivable modules quoted within. We currently operate three separate cash receipting applications:

1. RecTrac software (from Vermont Systems) is used in our Community Center for all cash receipting, including the Wave Café. If your software integrates with RecTrac in any manner, please describe.
2. Our internet web store is used the public and also by City staff to take payments for permits and miscellaneous charges for the Planning and Engineering departments. This software is also used when it is necessary to set up a POS terminal for special events.
3. These two applications feed a third Cash Receipting application running in the Finance Department via CSV export and import. This third application also collects payments for Finance applications such as Utility Billing and Miscellaneous Accounts Receivable.

We wish to replace method 3, and possibly methods 1 and 2 with new integrated software.

Item	Specification	Response Code	Vendor Comment
1	Software provides a central repository for *all* cash transactions		
2	Cash transactions include name, description, and email address (optional).		
3	Receipts may optionally be emailed to customer		
4	Cash transactions may be accompanied by comments of unlimited length.		
5	Receipt numbers are automatically generated whether or not a receipt is physically printed		
6	Interfaces with Utility Billing software by validating account number and balance owed at payment time		
7	When receipting payment for a utility bill, user may either take a payment against the customer balance to be distributed across outstanding charges by the computer or may specify which billing charge(s) are to be paid		
8	User may look up utility accounts without leaving the payment entry screen by account number, name or property address		
9	User should be able to quickly locate supporting records for utility accounts, including billing charges, adjustments, and		

	prior payments		
10	Interfaces with Miscellaneous A/R software by validating account number and balance owed at payment time		
11	When paying a misc. A/R customer balance, user may either take a payment against the customer account to be distributed across outstanding invoices by the computer or may specify which individual invoice(s) are to be paid		
12	User may look up misc. A/R customers without leaving the payment entry screen by customer number, invoice number, name, or property address		
13	User should be able to quickly locate supporting records for A/R customers, including invoices, transactions, and prior payments		
14	Interfaces with Pet Licensing software (if provided) by validating account number and balance owed at payment time		
15	User may look up pet licenses without leaving the payment entry screen by tag number or owner name		
16	Interfaces with any proposed Licensing modules in the same manner		
17	When a cash payment is begun with entry of a customer in any subsidiary application, the software automatically links and displays the customer's alternate accounts in this and all other applications		
18	Interfaces with the General Ledger or Journal Entry software for processing miscellaneous revenue.		
19	For miscellaneous revenue, user may either enter a description and valid G/L account, or may choose from a list of revenue codes. In the event a revenue code is selected, this code provides the description, G/L account and the charge amount if it is a fixed amount.		
20	For miscellaneous revenue, system calculates and applies sales tax only on taxable items. Some items within the same purchase may be taxable while others are not.		

21	Taxable status of any item may be overridden by the user		
22	Allows entry of negative dollar amounts for end-of-day shortages and for transactions such as merchant fees		
23	A single item purchase may be distributed among several G/L amounts on a percentage basis		
24	Interfaces with the Permit System (if provided) for payment of permit fees		
25	Interfaces with all other proposed software (please specify)		
26	All name and address lookups will accept partial entry, with the search automatically refined as more letters are entered in the query		
27	Posts in real-time to accounts in supported applications as pending transactions		
28	Allows entry of an unlimited number of account payments, from many different applications, in a single printed receipt. For example, one payment may include three utility accounts, two permits, and one A/R invoice.		
29	Totals all account payments, records dollar amount received, and calculates change back		
30	Cash totals may be balanced, locked, and closed (posted) in batch to subsidiary applications at any time during the day. Closeout prints a balancing report.		
31	Multiple users may work in individual cash entry batches simultaneously, and can close out at different times		
32	Multiple users may close out and post their batches simultaneously		
33	Multiple batches may be balanced and closed in one process rather than individually		
34	Two or more users may share a cash entry batch. Each transaction records the date, time, and user making entry		
35	Ability to import payment batches from MS Excel or CSV format, and to review the entry batch after importing before accepting it		
36	Permits multiple hardware options for		

	scanning of barcodes in batch for mailed-in payments. An edit list of scanned payments may be printed and adjusted before acceptance.		
37	Software provides a quick-entry screen or process specifically for accepting bar coded payments in mass		
38	System may maintain multiple formats for importing CSV files, formats may be added as needed, and formats are customizable by City staff. The City currently imports data from the following sources: 1. RecTrac payments from the Community Center 2. Payments exported from the PermitWorks application 3. Payments from our online web store 4. Online bill pay (we use FISERV) 5. Various external sources on a periodic basis		
39	Ability to empty a batch so as to re-import a corrected CSV file as needed		
40	System integrates with standard POS hardware, including receipt printer, cash drawer, credit card reader, barcode scanner, and customer display window		
41	Supports EMV chip credit card reader. List available gateways. (The City is currently evaluating CardConnect.)		
42	Support tender types Cash, Check, Credit Card and Other		
43	Allows multiple tender types on the same transaction: for example, one transaction may be part check and part cash		
44	System will endorse checks		
45	System will validate bills		
46	Printed receipts will include payment detail, total charged amount, tendered amount by tender type, change back, and optional message		
47	If paying by credit card, and if card reader does not support electronic signature, receipt will have a location for customer signature		
48	Receipt may contain a City logo		
49	Authorized City staff may modify the receipt		

	layout and wording without having to place a service call to software provider		
50	Workstations may be enabled to record cash transactions without using the supporting hardware (used mostly for over-the-phone payments).		
51	Receipt printer may be turned on or off to facilitate either over-the-counter or batch entry. When printing is turned on, receipts are automatically printed as each payment is accepted		
52	As the receipt is printed, the cash drawer automatically opens for cash payment or change back		
53	Cash drawer may be programmed to remain closed for payments other than cash. (Presumably, a check deposit slot is provided in the drawer.)		
55	Software allows reprinting a receipt at any time, and receipt indicates it is a duplicate		
56	Software allows voiding a receipt. Transactions are never deleted, only voided		
57	Software allows modifying a receipt after printing, and reprinting of the receipt		
58	Voiding and modifying transactions allow (and optionally require) entry of an explanation		
59	Voiding and modifying transactions require special user authorization as a supervisor. The correcting supervisor is recorded for each change		
60	Voided and modified receipts are indicated as such on posting reports, with the person making the change, so that a paper audit trail is preserved		
61	Supervisors must be able to view all transactions of all batches, including monetary totals, at any time during the day		
62	A history is retained within the Cash Receipting module of all payments received		
63	User may query payment history by date range, account number, receipt number, check number, partial credit card number, name, description, and/or G/L account. Partial names and descriptions may be entered.		

64	Ability to reprint a receipt after closing out for the day, or for any day in the past		
65	System works well as a POS terminal for retail items, including programmable touch-screen buttons for common items		
66	The following minimal reports are available: 1. Cash Balancing Report by batch 2. Daily cash collection register 3. Posting detail by receiving application (utility billing, etc.) 4. General Ledger interface summary		
67	System facilitates direct debit: Applications such as Utility Billing may create ACH transactions at billing time, accumulate in a central repository, and when due, create the ACH transmission file and import into a cash batch		
68	ACH file for direct debit is not created until the day it is transmitted to the bank		
69	System generates prenote ACH transactions for new direct debit accounts		
70	System facilitates credit card autopay: Applications such as Utility Billing may create credit card transactions at billing time, accumulate them in a central repository, and when due, charge the credit cards and import into a cash batch. Exceptions (unchargeable cards) must be handled.		
71	User-level authorization determines the ability to perform functions such as: 1. Deleting and undeleting transactions 2. Turning receipt printer on and off 3. Modifying records after acceptance 4. Manually printing receipts 5. Reprinting receipts 6. Storing payments without validation 7. Manually opening cash drawer		
72	Workstation may be locked with a single click if the user must walk away from the workstation. A password is required to reopen workstation. Locking the workstation prevents opening the cash drawer.		
73	Calculates and posts credit card merchant fees, with rates such as $.30 plus 2.9% per transaction. Merchant fees are posted to the		

	General Ledger or Journal Entry system, not to the receiving application (such as Utility Billing).		
74	Cash receipts may be entered with an accrual date for back-dating miscellaneous revenue. Transactions may be posted to any prior period in the G/L that remains open.		
75	Accruing a cash receipt to a prior date requires supervisor authorization		
76	System supports acceptance of checks via MICR scanning and transmission by ACH, such as with Verifone, rather than cashing physical checks		

Utility Billing

The City has 9,268 billable properties, bills quarterly by cycle, and reads about 3,000 meters monthly. All but a handful of the meters are Badger radio reads.

Item	Specification	Response Code	Vendor Comment
1	Provides billing for the following metered services: Water and Sewer, where sewer charges are based on water usage.		
2	Permits an unlimited number of unit-based billing charges with each billing, and allows for overriding billing amounts on a customer-by-customer basis. Examples of these additional charges include fire line, surface water, street lighting, additional sewer connection charges, and augmentation projects.		
3	Allows for an unlimited number of other one-time charge types, such as turn-on fees and meter repair charges		
4	Supports quarterly billing, with three billing cycles. The city processes one billing (amounting to one-third of its customers) per month.		
5	Provides a service address database of every property, with billing cycle, property type, subdivision and parcel ID. Please indicate whether the Utility Billing software uses its own property database or whether it shares a database with other City applications.		
6	Property database integrates with the City's GIS database for displaying maps of property locations. A typical use is to display property locations for meter read requests and service orders. The City uses ArcGIS (ESRI).		
7	Provides a customer database of residents, both current and previous, for each property. One resident record per property is designated as the current resident for receiving consumption charges.		
8	Resident table includes the resident name, account status, resident type code and mailing address, as well as all billing and account balance information		
9	Services may be turned on and then off mid-		

	period, or off and then on mid-period, with billing charges prorated.		
10	System calculates sales tax and allows for different tax rates for different property types		
11	Sales tax may be partially exempt, where the resident record contains a exemption percentage (used for car washes, where a portion of the water is nontaxable).		

12	System supports an unlimited number of receivable accounts. We currently carry the following receivables in Utility Billing:
	  1. Water
	  2. Sewer
	  3. Street Lighting
	  4. Sales Tax
	  5. Surface Water
	  6. Miscellaneous Water Charges
	  7. State Water Connection		

13	An unlimited number of revenue types may be tied to each receivable account		
14	Account balances may be displayed in matrix form, showing the aging (0-30 days old, 31-60 days, etc.) for each receivable balance		
15	System tracks the number of NSF charges and number of delinquency notices for each customer		
16	Allows multiple contacts per account, including resident, tenant, owner, and resident relations. Each contact may optionally be set to receive copies of bills and notices.		
17	Software allows an unlimited number of meters on each account		
18	When an account has multiple meters, meter consumption is summed and billed as a whole rather than individually.		
	Accounts with multiple "billing units" (which are independent of meters) will be calculated by dividing the total metered usage between the units and calculating a charge for each unit before summing to a total account charge. This works by multiplying each of the billing tiers and base charges by the number of units. Example: if single-unit accounts are billed at $10 plus $1		

	for every thousand gallons over 10,000 in one tier, then a 3-unit account would be billed at $30 plus $1 for every thousand gallons over 30,000 in that tier.		
19	Each meter may serve water, sewer, or both		
20	Individual meters on each account are detailed separately with their own reads and consumption on the bill		
	If necessary to detail all meters on a bill, continuation pages are printed.		
21	Meter table includes at a minimum the meter type, I.D. , size, serial number, install date, location on property and meter route		
22	System supports deduction meters (used to exclude water used for irrigation in calculating the sewer charge).		
24	Multiple meter reads may be entered for one billing period, on the same meter, and summed for billing		
25	Software accommodates meter rollover		
26	Software accommodates meter replacement mid-period, with a starting read other than zero on the new meter		
27	Software provides a quick display of at least three years (12 billing periods) of consumption in graphical form		
28	Software allows creation of a work order (often called a service request, typically to read or replace a meter) for any account, and the work order automatically goes into a work tray or dashboard of maintenance personnel		
29	Maintenance personnel can then respond electronically to the work order with a completion code and optionally a new meter read		
30	Customer move-out is streamlined to guide the user through the following tasks in one process: 1. Creation of a work order for the final read 2. Entering a final read and closure date when meter read is received 3. Recording a forwarding address 4. Generating a bill 5. Inactivating the account		

	6. Refunding any overpayment		

31	Customer move-in is streamlined to guide the user through the following tasks in one process:
	   1. Setting up the account and copying all relevant data from the prior owner to the new owner
	   2. turning on the services
	   3. Preparing a work order for the initial read (if necessary)		

32	The system may bill either the renter or the owner of rental properties. Regardless of who is billed, the software tracks changes in renters and usage by renter.		
33	Final bills may be printed individually or in batch		
34	Unpaid inactive accounts will continue to be billed alongside active accounts so long as the balance remains unpaid		
35	Software supports at least 20 user-definable fields of varying type		
36	System supports upload and download to Badger electronic reading devices		
37	Software provides a missing read list. Hyperlinks on the list provide quick access to meter read entry for these meters.		
38	Software provides an audit list of very high or very low reads. The City may specify the acceptance parameters. Hyperlinks on the list provide quick access to meter read entry for these meters.		
39	Software also provides an audit of very high or very low billing charges for any customer. The City may specify the acceptance parameters		
40	Software allows for adjustments to reads after posting the reads but before billing		
41	Software allows for adjustments to reads after billing, and the consumption adjustment may be accompanied by a financial adjustment		
42	When consumption adjustments to prior billing periods are entered, the software automatically calculates the change in billing and applies an adjustment to the account		
43	Software uses the winter quarterly read as		

	the basis for calculating sewer charges the rest of the year (certain resident types only)		
44	Software facilitates automatic payment by direct debit, and creates the ACH file		
45	System allows manual entry of financial adjustments and additional charges to an account at any time		
46	Account aging may be adjusted. For example, a 60-day old balance may be made 30-days old.		
47	Software provides the ability to import charges and/or adjustments in batch from a spreadsheet or CSV file		
48	Payments default to oldest balance first		
49	The user may override normal payment distribution (of oldest charges first) to instead pay any outstanding charges desired.		
50	Any charge or adjustment code may be flagged as taxable, and sales tax is automatically charged/adjusted with each such transaction		
51	Billing, adjustment, and payment transactions post to the General Ledger using double-entry accounting		
52	Interfaces to the Cash Receipting system for payment processing		
53	Transaction detail may be displayed for any given customer		
54	Billing charge calculations may include a per-unit charge, several consumption rate tiers, and be subject to a minimum charge		
55	System prorates billing charges for new accounts and closing accounts. Prorating is done by adjusting the base charge and tier levels for each of the billing tiers. Example: If the billing charge is $10 plus $1 per thousand gallons over 10,000 in one tier, and the customer is prorated at 50%, the charge becomes $5 plus $1 per thousand gallons over 5,000 in that tier.		
56	Software provides a "hook" into billing calculation where City staff can add programming for ad-hoc charges and changes		
57	System supports master accounts, such that		

	several accounts may be combined into one master bill. Accounts continue to be calculated separately and are detailed separately on the master bill.		
58	If necessary to include all detail for a master account on a bill, continuation pages are printed.		
59	When payment is received on a master account, the payment is automatically distributed between sub-accounts, or the payer may choose which sub-accounts to pay		
60	The City accommodates a townhome association rule where any consumption over a minimum amount is billed to the association rather than the resident. The association receives a list of all properties with consumption overage and the charge for each. Can this be facilitated by this software?		
61	A billing calculator is provided which can calculate the expected billing amount for any customer record, given a user-supplied consumption amount		
62	Penalties may be charged on delinquent balances. (The City does not send delinquent notices.) System supports cyclical billing, such that billing cycles become delinquent at different dates. Delinquent balance (for penalty calculation) does not include sales tax owing.		
63	Form letters may be written in Microsoft Word and automatically generated to customers via mail merge. The letter automatically fills in account information including: 1. Account number 2. Name 3. Service address 4. Delinquent balance 5. Balance owing 6. Account status		
64	Past-due accounts may annually be collected for tax certification into a pending status. Only the past-due amount is subject to certification, while other charges may		

	continue to accrue		
65	A certification register of all pending accounts may be printed on demand		
66	Letters may be generated to all customers pending certification at any time		
67	If payment is made to an account pending certification, it will be dropped from the certification list		
68	Penalties may be charged on certified balances, and such penalties add to the certified balance		
69	Penalties continue to accrue on outstanding uncertified balances as well for accounts in the certification process.		
70	Accounts with drop off the certified list because of payment can be reinstated if the payment is reversed due to nonsufficient funds		
71	Supports creating a CSV file for transmission of certification charges to the County for tax billing		
72	Automatically processes adjusting transactions to write off the certified balance on each account. The balance is moved to another receivable account in the G/L.		
73	Interfaces with Accounts Payable for refund checks, or provides a means of printing refund checks within the Utility Billing module (please specify which)		
74	Provides import and export options for CASS certification		
75	Provides the ability to print a customer bill at any time, reflecting current balance		
76	Provides the ability to reprint any historical bill		
77	Bills may be printed on blank paper (not pre-printed forms) including barcodes and our City logo		
78	City may enter comments to appear on every bill ("Happy holidays!")		
79	Software provides the ability to automate a payment plan for customers on their outstanding balance. Late fees on these accounts will not be charged so long as the payment plan is kept current by the		

	customer. (Note: The city does not offer budget plans; these payment plans are only to help pay off a delinquent balance.)		

80	Software provides the following minimum reports:
	    1. Account listing
	    2. Account balance listing
	    3. Aging report
	    4. Credit register
	    5. Services turned off
	    6. Billing totals by type
	    7. Top consumption report
	    8. Meter counts by various demographics (meter size, meter type, billing rate code, property type, resident type, billing cycle, meter route, etc.)
	    9. Customer counts by various demographics
	    10. Water only meter list
	    11. Sewer only meter list
	    12. Accounts with no meters
	    13. Townhome association listing
	    14. Renter listing
	    15. Consumption totals by billing tier
	    16. Consumption history for an account		

81	Software provides a report or a way of viewing consumption and charge totals for each billing tier of each billing rate code for the current billing and for any period of time in the past		
82	Integrates with Laserfiche to view images of supporting documents relating to each customer		
83	Payment reversal in the event of non-sufficient funds is automated by locating the payment in history and choosing a reversal option. Reversed payments automatically restore the balance owed to the aging it was before. (If a 90-day-old balance is paid and the payment reversed, the account returns to 90-day arrears.)		
84	Payment reversal optionally automatically applies an NSF fee		
85	Software provides a tickler file for each Utility Billing user, which may reference a		

	customer account. Tickler will display account name, number, needed activity and date. Email and/or desktop reminder will be generated on the date specified.		
86	A hyperlink for the tickler will take the user directly to the customer record		
87	Alerts may be placed on accounts. The alerts will pop up anytime the account is displayed.		
88	Certain types of alerts will pop up also during cash receipting. Example: "Cash only" notifications.		
89	Customer may opt for paper billing, e-billing, or both		
90	Bills, notices and letters may be printed for mailing or may be emailed without the need for printing to paper		
91	Software generates mailing labels upon request		
92	A customer portal is provided for online access. Customers may view prior bills, consumption analysis in graphic form, transaction history, and any payment plan information		
93	The customer portal allows eBill enrollment, and customers may enable autopay via credit card		
94	The vendor portal provides a PCI-compliant means of paying utility bills online		
95	Online payment may be made by credit card or e-check		
96	Vendor provides an API or other means of integrating with our on-line webstore to display balances in real-time		

Payroll

The City processes about 235 checks bi-weekly. We are not self-insured, except by means of contributing to a personal medical reimbursement fund (VEBA). This application does not include Time & Attendance Reporting (detailed under optional software).

Item	Specification	Response Code	Vendor Comment
1	Provides the ability to pay some employees bi-weekly, some monthly, and some annually		
2	Ability to combine check runs such as bi-weekly and monthly employees rather than running separate payroll processes		
3	Ability to define an unlimited number of wage types, deduction types, benefit types, and types of hours reported		
4	Ability to pay some employees on an exception basis and some on an hourly basis		
5	Ability to pay employees for multiple positions worked in one pay period		
6	Ability to define leave banks and track leave balances for annual leave (paid time off), floating holidays, and regular holidays		
7	Ability to automatically pay some salaried employees for holiday pay on City holidays while others use a holiday leave bank		
8	Ability to maintain a table of valid City holidays		
9	System can accommodate taxable benefits without the need for paying and then deducting wages		

10	Ability to define an unlimited number of wage calculations, by selecting the wages, deductions and benefits affecting each, and to use these wage calculations in reporting and as base pay amounts for deduction calculations. Examples include:
	  1. Federal wages
	  2. State wages
	  3. FICA wages
	  4. Medicare wages
	  5. Retirement (PERA) wages
	  6. Wages subject to unemployment
	  7. LT Disability wages
	  8. Overtime wages		

	9. Pre-tax deductions 10. Pre-FICA deductions 11. ACA wages 12. Workers Comp wages		
11	Ability to define an unlimited number of hour calculations, by selecting the hour types affecting each. Examples include: 1. Hours subject to retirement 2. Hours subject to unemployment 3. FMLA hours 4. FLSA (40-hour work week) hours 5. Unproductive hours 6. Overtime hours 7. Premium pay hours		
12	Ability to define an unlimited number of deduction/benefit codes for each type. For example, the Medical Insurance benefit may have several options: Blue Cross Single, blue Cross Family, etc.		
13	Ability to calculate deduction/benefit amounts as a flat dollar amount, a percentage of any wage calculation above, or an employee override		
14	Ability to define when each deduction/benefit comes into play (1st bi-weekly, 2nd-biweekly, 3rd-biweekly, monthly, annually)		
15	Ability for a deduction/benefit code's cost to be shared between the City and the Employee		
16	Ability to define a City limit for a cluster of deduction/benefit codes beyond which the Employee must pay the cost (the City will contribute only $450 twice each month per employee for medical, dental and life insurance and the employee pays the excess)		
17	Ability to define an unlimited number of recurring wage types that are automatically paid with each paycheck to the employee, without need for hours entry. Examples include: 1. Car allowance 2. Acting In Capacity 3. Mayor, Council or Commissioner pay 4. Short Term Disability pay		

18	Ability to calculate recurring wage amounts as a flat dollar amount or an employee override		
19	Ability to define when each recurring wage comes into play (1st bi-weekly, 2nd-biweekly, 3rd-biweekly, monthly, annually)		
20	Ability to define an unlimited number of pay codes for entry of hours		
21	Ability to specify the appropriate wage type, hour type, and/or leave bank type for each pay code		
22	Ability to specify the pay rate for each pay code as a flat dollar amount or a percentage of the employee's normal hourly rate		
23	Ability to specify the impact of each pay code on leave bank balances		
24	Ability to assign an object code (from the chart of accounts) to each wage and benefit type for its expense in the G/L		
25	Ability to assign a G/L number (from the chart of accounts) to each benefit and deduction type for its liability account in the G/L		
26	Ability for each employee to have multiple G/L accounts, with a percentage allocation for each, for posting of wage and benefit expenses. Each account string will include the fund, G/L number, activity code, and sub-account code, but not the object code, which is determined by the type of wage or benefit.		
27	Ability to overlay the object codes in the wage and benefit type tables atop the default account coding for each employee when posting labor distribution to the General Ledger		
28	Ability to define different accrual rates for different types of employees (annual leave, floating holiday, and regular holiday)		
29	Ability to define a tiered rate scale for annual leave accrual, based on each employee's accrual start date (not necessarily the hire date)		
30	Ability to specify a work percentage for each part-time employee for purposes of prorating leave accrual rates		

31	Provides a process for calculating, adjusting, and posting leave accruals		
32	Adjustments to leave balances may be made at any time (they do not need to be part of a bi-weekly payroll cycle)		
33	Software provides a report of the dollar value for accrued benefits and compensated absences in compliance with GASB 34		
34	A report is provided of the City's liability for unused leave, ordered by fund and department.		
35	Ability to define a cap for each type of leave, to be enforced at end-of-year		
36	Ability to send email notifications to employees as the year-end approaches, warning of possible cap violations. This email will factor in leave requests and anticipate upcoming accruals to come up with an anticipated end-of-year balance for each leave type and each employee		
37	When run, the end-of-year leave cap enforcement should show all violations, let the payroll user override employees on a case-by-case basis, and enforce the caps by removing leave hours for employees with no override		
38	Ability to enforce annual limitations on hours reported per pay code. Example: organ donation hours.		
39	Ability to enforce annual limitations on hours reported for a rolling 365-day period. Example: FMLA hours		
40	Ability to enforce complex annual limitations such as School Leave (16 hours permitted per child per year)		
41	Payroll system tracks union code, workers comp code, job classification, employment status/type (such as full-time/seasonal), department, FLSA status and pay frequency code		
42	System tracks federal tax status and allowances separate from state tax status and allowances		

43	System accommodates employees with
	    1. Both FICA and Medicare
	    2. FICA only		

	3. Medicare only		
	4. Neither FICA nor Medicare		
44	Allow for extra tax withholding of any amount at the employee's request		
45	System tracks original hire date, rehire date, date of regular (non-temporary) employment, and leave accrual start date as separate fields		
46	System records grade and step, automatically assigning the employee's hourly rate and salary, but with the ability to override the default hourly rate and salary.		
47	Ability to enter mid-step ranges. For example, an employee may be hired at step 3.5, and promoted to step 4.0 during the next review process.		
48	System allows recording family leave, leave-without-pay and short term disability statuses as date ranges for each applicable employee		
49	System tracks all salary changes, with a narrative reason for the change and an effective date		
50	The effective date of a pay change can be in the middle of a payroll period		
51	Allows an unlimited number of deductions and benefits for each employee		
52	Deduction and benefits may be entered with a start- and stop-date		
53	Deductions and benefits for each employee may be entered with an override dollar amount		
54	Deductions and benefits for each employee may be entered with a balance, which is drawn down as the cost is applied to each paycheck, and the deduction or benefit ceases when the balance is exhausted		
55	A deduction or benefit code may be subject an annual limit, and the software will automatically stop applying the deduction or benefit when the limit is reached. Examples include ROTH IRA and ICMA.		
56	Deduction and benefit annual limits, including the FICA wages limit, are properly enforced even when multiple checks are generated in the same pay period to the		

	same employee		
57	Deduction and benefit annual totals, including the FICA wage total, are reduced when cancelling a check so that the annual limit is correctly enforced on future checks		
58	Accommodates twice-monthly deductions or benefits with an odd monthly amount without the need for multiple codes. For example, a monthly cost of $10.01 would deduct $5.00 in the first biweekly run of the month and $5.01 in the second biweekly run of the month.		
59	Tracks Minnesota PERA retirement data, including enrollment plan, eligibility date, exclusion code, status and effective date for participating employees		
60	Calculates PERA deduction and benefit amounts, including employee contribution, City match, and City additional contribution		
61	Generates PERA electronic wage file		
62	Generates PERA electronic demographics file		
63	Accepts timesheet imports from a variety of sources, including a user-defined CSV file		
64	Permits the payroll clerk to hand-enter adjustments to timesheets		
65	Tracks and provides a report of all changes to the timesheet data made by the Payroll clerk		
66	Facilitates electronic supervisor approval of timesheets after importing them to Payroll, regardless of their original source		
67	Allows unapproved or unsubmitted timesheets to be put on hold and paid in the next bi-weekly payroll cycle		
68	Permits entry of prior-period timesheets to be paid in the current bi-weekly payroll cycle		
69	Allows entry of one-time adjustments to any wage, benefit or deduction for the current payroll run		
70	One-time adjustments are included on the paycheck and taxed in the same manner as routine wages, deductions and benefits		
71	System maintains a history of all one-time adjustments		
72	Mid-period checks may be generated		

	outside the regular payroll cycle, and may be printed or paid by EFT.		
73	Allows mid-period checks (often called manual checks) to be included in the current payroll cycle		
74	Check register includes check number, date, amount, and tally of regular printed checks, direct deposit checks, manual checks, cancels, and voided check stock		
75	Mid-period checks can include any type of wages, benefits, deductions, and hours		
76	Permits inclusion of an unlimited number of bonus checks or retro pay checks (often called special checks) for each employee in the current payroll cycle. (An employee may receive multiple checks, taxed individually, in the same payroll run.)		
77	Alternatively, the software can produce special checks with a supplemental or interim payroll run		
78	System calculates retro pay when an effective salary change predates the current payroll period, and this retro pay may be included on the employee's regular paycheck or as a separate check		
79	Certain wage types can automatically create separate checks to be included with the regular check run from certain types of wages. Examples include car allowance checks or the City Manager's ICMA check.		
80	When handling special checks, system automatically calculates FICA, medicare, federal and state taxes upon request. Taxes can be calculated by tax table, percentage, or estimated annual tax table		
81	Special checks may be paid by direct deposit rather than printed		
82	Vendor provides annual updates of federal and state tax tables		
83	Vendor guarantees software compliance with all federal and state payroll reporting requirements		
84	System facilitates a "gross-up" calculation for taxes. For example, the City may wish to pay a $50 bonus after-tax.		
85	Employees may specify several bank		

	accounts for direct deposit, by providing the percentage and/or dollar amount for each, and system generates the ACH file for transmission.		
86	Printed checks and direct deposit checks may be processed in the same check run		
87	System facilitates printing checks on blank check stock. Check numbers and MICR line are printed by the software.		
88	If printing on blank check stock is not possible, software generates direct deposit check stubs on separate check stock		
89	Check stubs include all of the following: 　1. Wage detail 　2. Deduction detail 　3. Hours reported 　4. Benefits detail 　5. Current-period and YTD totals for all of the above 　6. ACH deposits 　7. Leave accrual/usage/balance		
90	Check stubs can include the status of hours subject to annual limitation, such as FMLA, school leave, and short term disability		
91	System interfaces to the Check Reconciliation module for paychecks		
92	System provides a paycheck calculator for what-if analysis, where the payroll clerk can try changes to salary, tax status, voluntary deductions and pay period (such as 1st-biweekly or 2nd-biweekly) to display the resulting paycheck		
93	Provides the ability to view any historical paycheck		
94	Provides a summary view of paycheck history, detailing the sum of each wage, deduction, benefit, and hour type for a given employee for these periods: 　1. By pay period 　2. By month 　3. By quarter 　4. By year 　5. For any user-supplied range of dates		
95	Allows entry of on-call hours on the timesheet, with a pay rate for these hours		
96	Aids in calculating an FLSA adjustment to on-		

	call pay that accommodates overtime worked, holiday worked and on-call pay (the on-call pay must be increased proportionately when overtime is reported)		
97	Aids in calculating the taxable portion of City-paid life insurance (over $50,000 in coverage), taking into account all forms of life insurance benefits provided, in accordance with IRS regulations		
98	Generates a report of employees with over $50,000 in life insurance coverage, showing coverage selected, excess over $50,000, age, rate, and premium cost		
99	Provides a quick display of part-time employee pay history. (Part-timer pay is determined by the pay code selected, so no salary change history is available for this analysis; only the timesheet rates. The City needs to easily see all hires, terminations, pay rates and hours over the history of any given employee.)		
100	Provides a process-driven paycheck generation cycle such that the process can be backed up from any point to any point and re-continued after making changes. No posting occurs until the final step.		
101	Warns of potential errors during the payroll process, including the following: 1. Missing timesheets 2. Under- or over-80 non-overtime hours for salaried employees 3. Missing data needed for paycheck calculation, such as tax status 4. Hours provided before hire date or after termination date 5. PERA deductions for employees with an exclusion code, or no exclusion code for full-time employees with no PERA deduction 6. Negative check calculations		
102	System generates paper report, PDF, or electronic file to report to insurance providers and other payees. The City requires at a minimum the following deduction/benefit reports: 1. Dental insurance		

	2. Medical insurance 3. Life insurance 4. PERA life insurance 5. PERA contributions 6. FICA 7. Medicare 8. ICMA contributions 9. United Way 10. Long Term Disability Combined health appeal 11. Other medical costs 12. Garnishments 13. VEBA contribution and fees 14. Wage levies 15. ROTH IRA 16. Minnesota environment fund 17. Wisconsin tax withholdings		
103	Multiple deduction and benefit plans may be included on the same filing report. For example, Blue Cross single and Blue Cross family reported to the same provider		
104	Paper and electronic filing formats for providers may be defined and modified by City staff on an as-needed basis		
105	Interfaces to the Accounts Payable module for generating provider checks for applicable deduction/benefit payees. A vendor number may be assigned to each appropriate deduction/benefit code.		
106	Generates and includes EFT payment in the same file as employee direct deposit, or in a separate ACH transmission, for applicable deduction/benefit payees		
107	One-time adjustments to deductions and benefits (see above) are properly included on deduction/benefit reports		
108	Creates a Positive Pay Fraud Avoidance electronic file (PPFA)		
109	Generates the quarterly Minnesota Jobs & Training electronic file (ICESA) with accompanying register		
110	Automatically creates a labor distribution interface to the General Ledger, either directly or by generating a journal entry		
111	Ability to edit and verify the labor distribution prior to check production		

112	Labor distribution provides the ability to expense each type of benefit and wage: 1. To the employee's default coding and percentages, or 2. Allocated to the employee's timesheets for the period, including overtime, or 3. To a specific expense account Example: Insurance costs are distributed only between the employee's default (home) coding while FICA benefits are divided between all the employee's timesheet expense accounts including overtime		
113	One-time adjustments to wages and benefits are distributed in the same manner as regular benefits and wages		
114	Mid-period checks and special checks may be accompanied by timesheet records specific to just those checks, or software provides some other means of distributing expenses during labor distribution according to hours worked for these checks		
115	Labor distribution automatically posts to the appropriate expense accounts for wages and benefits, and to the appropriate liability accounts for benefits and deductions, with net pay crediting cash		
116	System permits Leave-without-pay timesheets only for pre-approved employees		
117	System accommodates "paychecks" with no wages; only benefits		
118	System facilitates retirees and COBRA plans, again with no-pay "paycheck" records		
119	If deductions exceed wages, system automatically decreases deduction amounts according to the order specified for each optional deduction until the check amount becomes zero		
120	System accommodates the scenario where taxable Federal and State wages are less than total pre-tax deductions. Example: A person is paid STD wages, which are non-taxable, and has a taxable benefit such as Life>50. The check therefore has taxes due		

	but no wages out of which to deduct the taxes. (Please explain how this is handled.)		
121	System accommodates the scenario where FICA wages are less than pre-tax deductions. (Please explain how this is handled.)		
122	System generates W2s and the electronic file for federal and state filing		
123	Allows adjustments to W2 boxes after calculation		
124	Permits hand-entry of W2s		
125	Provides the ability to reprint a W2 at any time for any year in the past		
126	System accommodates non-cash taxable benefits, such as a car for personal use		
127	Accommodates a cafeteria style plan with flex benefits		
128	Ability to track voided (unused) checks if check stock is prenumbered		
129	Ability to void/cancel prior checks, reversing transactions in the General Ledger		
130	Ability to cancel and then reissue checks that are lost or calculated in error. Modifications may be made prior to reissuing the check.		
131	Provides for quickly generating termination checks at any time		
132	Provides a full audit trail of every change to employee data by Payroll staff, including date/time and entry clerk		
133	Interfaces to the project management module for all expenses (wages and benefits)		
134	City staff can develop and integrate custom reports into the payroll process so that they are automatically generated		
135	Provides a tickler file for each payroll user, which may reference an employee number. Tickler will display employee name, number, needed activity and date. Email and/or desktop reminder will be generated on the date specified.		
136	A hyperlink for the tickler will take the user directly to the employee record		
137	Software provides a "working copy" of the pay plan (pay grade table) during COLA and pay rate studies to enter and review rate		

	changes		
138	Generates COLA report and automatically processes pay raises, according to the new pay plan		
139	Permits manual adjustments to individual employees' COLA increases prior to posting		
140	Sends paper and/or email notification of COLA increases to employees		
141	Ability to generate current and prior quarterly reports at any time during the year		
142	Ability to regenerate any report from a prior payroll period		
143	On the first payroll of the new year, software provides the ability to accrue expenses for work hours before January 1 to the prior year		
144	Provides a report at the beginning of the year of estimated expenses by workers comp code for insurance renewal		
145	Provides a report of actual expenses by workers comp code at end of year		
146	System can aid in verifying the validity of social security numbers numbers with the IRS		
	Employee Self-Service		
147	Provides employee access through a web interface/portal, hereafter called Employee Self-Service (ESS)		
148	ESS provides a means of submitting W4 information, address changes, and deduction requests		
149	ESS provides a means for new hires to submit W2 and I-9 forms before reporting to work, and communicates instructions for what identification must be brought when starting the new job		
150	ESS provides online benefit enrollment. Feature may optionally be turned on for open enrollment and turned off when the period is over. If left on after open enrollment ends, the City must be able to post instructions regarding the qualifying events that make insurance changes legitimate (new child, new marital status, etc.)		
151	ESS allows entry of direct deposit accounts		

152	All change requests through ESS must be accepted by Payroll before the employee maintenance file is updated		
153	ESS provides a way of viewing past paychecks and printing them out with the City logo		
154	ESS provides the ability to view time off history and current leave balances		
155	Employees may request leave through the ESS interface		
156	ESS provides a paycheck calculator for the employee to test status and deduction changes		
157	W2s are available for several years on ESS		
158	Terminated employees may be excluded entirely from accessing ESS		
	Human Resource Functions		
159	Provides position control, with classification, default benefits, pay grade and occupying employee		
160	Provide a quick view of all unfilled positions		
161	System interfaces with Budget module for position budgeting		
162	Collects required data and prints annual 1095-C forms for the Affordable Care Act		
163	Uses Payroll records to determine health coverage for each month of the year		
164	Personnel Department can adjust the computer-calculated 1095-C status as needed before filing		
165	Calculates and prints summary data needed for filing the 1094-C transmittal		
166	Generates the ACA e-file for electronic submission to the IRS		
167	Handles a one-year look-back period for the ACA measurement period		
168	Provides a report for supervisors to view part-time employees, separating the initial measurement period from the maintenance period, and flagging any employees which are over or on the threshold of going over the 30-hour limit		
169	Properly handles the situation where employees report to multiple supervisors, such that all supervisors may view the ACA analysis for their employees		

170	Properly handles rehires in the ACA programming, with a report showing supervisors the prior start date, number of weeks worked, weeks inactive, new start date, and new measurement period selected by the software		
171	Tracks offers of health insurance to members for ACA reporting		
172	Provides EEO status tracking and reporting		
173	Supports Family and Medical Leave Act (FMLA) reporting, setting FMLA period per employee and detailing leave taken		
174	Supports short-term disability tracking in a similar fashion, and enforces the 21-day waiting period		
175	Provides unlimited free text for employee events such as promotions and disciplinary action		
176	Provides the ability to track and quickly query emergency contact information, including name, address, phone, and relationship. This information must be available only to the Personnel Department, not to Payroll or any supervisory staff.		
177	Tracks military veteran and reserve status, and allows paying up to two weeks per year of national guard pay		
178	Provides a benefits management module to track plan details for each member (employees and non-employees both)		
179	Allows tracking of spouse, dependent and beneficiary information, with birthdates, social security number and relation		
180	Different benefit plans for the same member may support different dependents		
181	Tracks and reports census data including salary, gender, age and city of residence for medical, dental, and disability insurance providers by insurance plan. Accommodates the Minnesota Pay Equity report.		
182	Census reports allow the inclusion of retirees, COBRA participants, dependents & spouses and other non-paid employees not in the Employee table		
183	Records employee coverage level and premiums for basic life insurance, optional		

	employee coverage, optional spouse coverage and optional dependent coverage		
184	Tracks Accidental Death and Dismemberment coverage level and premium		
185	Calculates premiums for life insurance based on age and coverage		
186	Allows tracking current-year and next-year rates simultaneously for each insurance plan		
187	Prints an open enrollment sheet for each employee each October informing them of their benefit plans		
188	Prints a one-page benefits summary for each employee, displaying all employer-paid annual benefits: Health, Life, Dental, Disability, Workers Comp, FICA, Medicare, retirement, VEBA, paid leave (annual leave and holidays), and wellness program		

Optional Modules

The following software modules are optional. The Vendor may choose which modules to include in the proposal, and the City may choose which optional modules to install alongside required modules, which to consider for future implementation, and which to reject.

If these needs can be satisfied by any of the above applications, please make note of that. If the Specifications can be met by additional software, please price them separately so the City can optionally choose these packages as add-ons.

Human Resources

The City currently uses a variety of tools for Human Resource functions, some automated and some not, including NeoGov software for recruiting and applicant tracking. Those functions which the City requires are included in the Payroll specifications above. The following are some of the Personnel modules we may or may not wish to implement, depending upon the provided specifications. Please indicate if these modules are included in the proposed Payroll application or whether they must be purchased separately.

Item	Specification	Response Code	Vendor Comment
	Applicant Tracking		
1	System provides a means for applicants to fill out applications online, and stores application data on our database		
2	When new positions are opened, applicant records may be queried and scored for best-fit analysis		
3	System provides a means of creating written evaluations for each new position, allows applicant to fill in the evaluation online, and provides a means for the hiring staff to weigh and evaluate responses		
4	Applicant data is automatically copied to the Payroll system to create a new employee record upon selection for a new position		
	Performance Reviews		
5	System automatically schedules probational and annual employee reviews, and sends reminders to supervisors		
6	On-line employee review forms can be custom-designed and of unlimited length		
7	An unlimited number of forms can be designed, such that different classes of employees use different review forms		
8	Employees can begin their review process online by filling out a City-designed Self-Assessment form		
9	Supervisors fill out a performance review describing how job expectations were met, objectives for the next period, results achieved for prior objectives, and an overall summary		
10	Once signed by the supervisor, the performance review is routed to the		

	Personnel Director for review		
11	After submitting the review to the employee, he or she may view and add comments online, and then sign electronically to indicate acceptance		
12	Extreme care is observed in encrypting performance reviews, such that no City or software provider employee is able to view sensitive data except those employees participating in the review		
	Employee Training Records		
13	Software provides the ability to record an unlimited number of employee training requirements (classes)		
14	Employees are divided into categories, and each category determines the classes that the employee must attend, or may optionally attend		
15	The training category for each employee also determines how long before training expires, measured in number of months		
16	Completed training may be recorded for each employee as of the date fulfilled		
17	The Personnel Department can quickly view all training classes due, by employee or by class		
18	Reports may be viewed/printed to list all training completed by employee, category, or class		
	Personnel Action Forms		
19	System provides a way for payroll data to be entered by supervisors or Personnel staff for employee record changes (PAFs)		
20	PAFs are routed through supervisor and Personnel review before collected into Payroll		
21	Salaries outside the range for the position or job codes are flagged, but exceptions are allowed		
22	Personnel may make changes to each PAF as necessary before acceptance		
23	Upon completion and acceptance, PAFs automatically update the Payroll system as of the effective date provided		
24	System retains all before-and-after PAF forms, with data changed, supervisor		

	approvals, and effective dates		
25	PAFs may be automatically emailed to the employee receiving the change, with before-and-after results		
26	PAFs may be viewed online by employees in a secure web interface (Employee self-service)		
	Key tracking		
27	Software provides a means of tagging and tracking all keys provided to employees and to vendors. This includes traditional metal keys, employee identification cards, and special access cards.		
28	Lost, stolen, returned, and destroyed keys are tracked		
29	System interfaces to the Payroll application to track keys by employee		
30	A listing of keys may be viewed showing who has access to any room. This list displays employee info: full- or part-time, job title, department and employment status.		

Time & Attendance

The City uses a home-grown Attendance Entry application which may or may not be replaced. Time clocks are used by all part-time employees and many full-time employees. We average about 250 part-time employees (many of which do not work in any given period) and 80 full-time employees. All employees report all hours; we do not use exception-basis reporting.

Item	Specification	Response Code	Vendor Comment
1	Time-sheet entry and approval is web-based, with no dependence upon a particular web browser		
2	Active Directory is used for authentication of employees on the City network; a secure password system or other authentication method is used by all other employees		
3	Employees may file their own electronic timesheets, recording daily hours for only those pay codes pre-approved for each employee by Payroll		
4	Employees may select only those jobs and/or G/L accounts allowed by Payroll		
5	Employees with default (home) G/L accounts do not need to specify a job or G/L account at all but may simply enter their hours with no specification, which will be split automatically to the employee's default percentages when imported in Payroll		
6	Payroll staff may view any employee's empty timesheet to verify that the correct entry options are set by the Payroll system		
7	Employees may enter unlimited text comments to accompany their timesheet, and the comments will be displayed during supervisor review.		
8	The entire bi-weekly timesheet may be viewed on one page		
9	A printed copy of the timesheet may be generated by the employee or by his/her supervisor		
10	*Timesheet entry does not ever require entry of any pay codes or job codes.* The employee enters only the number of hours in the appropriate cells for those work options made available to them by Payroll.		
11	Payroll may define schedule codes so that		

	the timesheet is already filled in with anticipated work hours (example: 8 hours M-F)		
12	Payroll may define irregular or floating schedules		
13	An employee's schedule may change mid-period (example: many full-time employees are given the option of switching to a "summer hours" schedule at the beginning of summer, and back to a regular schedule at the end of the summer, and this switch can occur in the middle of the payroll period)		
14	The payroll week is generally Saturday-to-Friday, but this may differ during summer hours (see above)		
15	To accommodate summer hours, the software can handle the situation where the work week begins at Friday noon or Monday noon, such that half of one work day is in one payroll period and half is in the next		
16	Holiday hours are automatically filled in for the employee on the timesheet		
17	Leave requests submitted by the employee are automatically filled in for the employee on the timesheet. These are color-coded to show which hours are approved and which are not.		
18	As the supervisor electronically signs the timesheet, supervisor can quickly and easily adjust leave slips to match the actual leave taken		
19	For applicable employees, software forces the employee to report exactly 40 hours of regular/unproductive hours per week		
20	Hour types which do not contribute to the FLSA 40-hour requirement may be entered in any amount		
21	Supervisors (or Payroll) may determine whether employees enter overtime or not. If not, the supervisor must choose and change excess hours to overtime to meet the 40-hour limit		
22	Employees may record project hours on a separate page by simply recording the number of hours worked each day on each		

	project		
23	For employees who track project hours, project data must be submitted as part of the timesheet, or prior to submitting the timesheet		
24	Employees may request leave, and supervisors may electronically approve leave requests		
25	A day off may be divided between several types of leave		
26	When an employee requests a partial day off, he/she must specify the hours away from work		
27	To accommodate summer hours, when a split day is requested off, half the day automatically applies to one pay period and half to the next. Example: The employee requests Friday off, and the new payroll period begins at noon on Friday.		
28	The leave request module interfaces with Google Calendar for display of time off. Each department will have their own calendar. (Please specify if different calendaring software is available.)		
29	Timesheet entry displays and enforces leave bank balances. Supervisors may override the limit to allow overspending bank balances.		
30	Timesheet entry is part of the employee portal (Employee Self-Service)		
31	When submitting the timesheet for approval, the employee must acknowledge that reported hours are true, with wording provided by the City. The acknowledgment wording may be changed by City staff at any time.		
32	Once submitted, supervisor(s) are notified via email and on their dashboard that electronic approval is awaiting		
33	If the employee makes changes to a timesheet or leave request after submitting, it must be resubmitted and flow again through the supervisors for re-approval		
34	Each timesheet may require signing by multiple supervisors, with the determination of required supervisors either by: 1. Chain-of-command for the		

	employee's position (generally used for full-time employees) 2. Job supervisors for each of the jobs worked (generally used for part-time employees)		
35	Required approval of leave slips follow the same chain-of-command logic as approval of timesheets		
36	Supervisors may approve, reject, or approve-with-changes via electronic review of timesheets and leave requests. All supervisor changes to each timesheet or leave request are logged.		
37	Supervisors cannot approve timesheets until all leave reported on the timesheet is first approved. If no leave request is provided, the supervisor has the option of approving leave during the timesheet approval process		
38	If the timesheet is rejected, the employee is notified by email and may make changes to the timesheet before resubmitting		
39	State law requires that the employee sign the completed timesheet. Therefore, if the supervisor makes adjustments to the timesheet, the employee is notified and *must* electronically acknowledge the change at the next opportunity (preferably during the next clock-in or network login). Payroll processing will not be held up while waiting for employee acknowledgement.		
40	The payroll clerk can see at a glance for each department which timesheets are missing, which are unapproved		
41	The payroll clerk can export data from the timesheet system for import into payroll, gathering all approved timesheets and leaving behind unapproved timesheets		
42	Timesheets which are not complete and approved at the time Payroll gathers timesheets will remain in the attendance system to be gathered in the next payroll cycle		
43	Timesheets may be exported in stages by department or all at once		
44	Payroll has the same ability as supervisors to view and modify any timesheet prior to		

	export/import. Any changes are logged, employees and supervisors are notified electronically of the change (the employee must acknowledge the change), and a report of changes may be generated as timesheets are exported		
45	System provides the ability to send email reminders to employees missing timesheets and to supervisors that need to sign timesheets or leave slips		
46	An exception report shows timesheets where the employee requested leave but did not take it		
47	Supervisors may indicate temporary signers in their place, such that any signature required becomes the responsibility of the acting signer		
48	Payroll has the option of assigning and deassigning temporary signers as needed		
49	Payroll can clear all temporary signers as a new payroll cycle begins		
50	Attendance system interfaces with LaserFiche software for preservation of all submitted timesheets		
51	Timesheet entry is available 24 hours/day and does not require on-site entry		
52	Prior period timesheets may be viewed by employees		
53	Payroll pays to the nearest quarter hour. Therefore, the sum of an employee's timesheet records for each day are rounded to the quarter hour and adjusted as necessary		
54	If a shift crosses midnight, the hours for the entire shift are recorded in payroll as of the day the shift begins.		
	Time Clocks		
55	Time clock software is web-based and independent of browser		
56	Employees clocking in or out may authenticate either by scanning their employee ID card (at a time clock station) or providing an account name and password (at any other location)		
57	Time clock also allows the option of biometric authentication		

58	System tracks where the employee clocks in and out		
59	System tracks the authentication method used with each clock in and out		
60	Employee clocks in by simply selecting a job from the list allowed on his or her timesheet		
61	Selection may be made by touch (on a touch-screen monitor) or by a mouse. *There is never any need for a keyboard when clocking in or out on a time clock station.*		
62	The average clock-in or –out takes less than five seconds		
63	Clock out displays the time clocked in and out, with the hours worked, and allows the user to certify the hours with a touch, displaying certification verbiage similar to that required for submitting timesheets		
64	May record a flat number of hours for certain jobs. For example, fitness trainers are paid one hour per lesson, regardless of the length of the lesson. (Our current system accommodates this by preserving the clock-in time while changing the clock-out time, extending or shortening the period worked.)		
65	Timesheets can be auto-generated from clocked hours by Payroll staff, and if all daily hours are certified, there is no need for the employee to view or submit the timesheet		
66	Supervisors can correct reported hours as needed. A report details all hour corrections for all employees for any given payroll period		
67	Supervisors can see at a glance, in calendar format, all hours reported for any employee		

Capital Projects

If a separate module, Capital Projects must be closely integrated with the General Ledger and Budget systems. The City wishes to manage project and grant funds across multiple years and multiple general ledger accounts.

Currently, the City maintains a separate fund in the General Ledger for each project and grant, but is open to a more elegant solution using Capital Project management software.

Item	Specification	Response Code	Vendor Comment
1	Project account elements are part of the General Ledger account string, and therefore are available for entry in all modules where G/L accounting is recorded, including: 1. Payroll 2. Accounts Payable 3. Miscellaneous Receivables 4. Journal Entries 5. Cash Receipting		
2	Any individual transaction posted to and stored in the General Ledger system may reference a particular project or grant.		
3	Budgeting of projects and grants may be both annually and for inception-to-date.		
4	Projects and Grants allow tracking of both expenses and funding sources		
5	Project accounting must be designed to easily facilitate budgeting and reporting across multiple fiscal years		
6	Each project and grant will need to maintain a separate subsidiary ledger.		
7	Each ledger must allow reporting for any range of dates		
8	Unlimited text narrative may be entered to describe the project or grant		
9	Interfaces to the Fixed Asset system for automatic generation of F/A records		
10	Projects may be clustered by type and department, and reports run by type and department.		

Animal Licensing

The City currently maintains a separate application for tracking animal licenses and for sending renewal letters. Shoreview licenses about 1,000 pets inside the city.

Item	Specification	Response Code	Vendor Comment
1	System maintains an animal file including pet name, type, age, breed, and color		
2	System retains rabies vaccination date and expiration		
3	System generates tags (or at least assigns tag numbers) to pets		
4	Replacement tags may be generated at any time, at a reduced cost		
5	System tracks microchip numbers imbedded in animals		
6	System maintains an owner file, including owner name, address, phone, and email address		
7	System integrates with the Cash Receipting module to take license payment		
8	Vendor provides an API or other means of integrating with our on-line webstore to display balances in real-time		
9	System regulates the number of animals licensed to each owner (City code limits the number of animals of each type per household)		
10	Animals may be flagged as dangerous, requiring additional licensing fees		
11	System allows quick searching by tag number, microchip number, pet name or description		
12	System generates renewal letters		
13	Renewal letters may be either hardcopy or email		
14	System facilitates quick letter writing to any owner, and provides the ability to maintain letter templates		

Investment Management

The City maintains a database of all investments (about 50 simultaneously), and facilitates distribution of interest and investment revenue back to participating funds.

Item	Specification	Response Code	Vendor Comment
1	The investment database includes bank information, security type, investment and maturity date, purchase price, calculated interest and yield.		
2	Investments may be redeemed at any time		
3	Matured investments may be redeemed or rolled over		
4	Software allows tracking of payment coupons		
5	Software allows tracking of month-end account balances in various cash and investments accounts		
6	Software allows recording interest for investments accounts and calculates yield		
7	Reporting of investments schedules, summary analysis, and accrued interest is available		
8	Annually, the system tallies the average month-end cash account balance of each fund participating in the investment pool for pro-rata distribution of revenue back to participating fund		
9	Revenue allocation may be based on a 13-month average rather than 12-month, including 1-Jan, 31-Jan, 28-Feb etc. through 31-Dec		
10	Funds normally included as participating may be excluded as non-participating as needed at calculation time		
11	Negative cash balances for participating funds may optionally result in negative distribution		
12	System automatically generates a journal entry to post distributed revenue		

General Licensing

The City currently maintains business license information in spreadsheet form. We do not have an integrated software package for licenses other than for pets and rental properties.

Item	Specification	Response Code	Vendor Comment
1	Provides billing of many different business license types , including: 1. Massage licenses 2. Tobacco licenses 3. Alcohol licenses 4. Peddler permits 5. Tree trimmer licenses 6. Filling station licenses 7. Rubbish hauler licenses 8. Fireworks permits 9. Home occupation licenses		
2	Facilitates either accrual or cash basis accounting		
3	Maintains multiple contacts for each licensee, with mailing address, phone number, and email address		
4	License year may differ by license type		
5	Interfaces with Cash Receipting system for payment of license fees		
6	Vendor provides an API or other means of integrating with our on-line webstore to display balances in real-time		
7	License fee can be calculated either based on unit counts (such as number of gas pumps) or as a flat fee		
8	Generates attractive licenses with City logo		
9	Generates a wallet-sized peddler permit		
10	Tracks insurance, bond requirements, and compliance checks for appropriate license types		
11	The City processes applications for State-issued licenses such as Alcohol. Software has the ability to track licenses awaiting State issuance.		
12	Software provides a tickler file for each user, which may reference a licensee. Tickler will display account name, number, needed activity and date. Email and/or desktop reminder will be generated on the date		

	specified.		
13	Generates reminder notices and delinquency notices. Notices may be emailed or printed and mailed		
14	Calculates fees/penalties/fines for late payment		
15	Generates the following standard reports: 1. Business listing 2. Aging report 3. Outstanding balances report 4. License revenues by type		
16	Interfaces with Microsoft Word for letter-writing with mail-merge capabilities		

Community Development Overview

Item	Specification	Response Code	Vendor Comment
1	All modules in the Community Development suite satisfy the System Wide Specifications at the front of this document		
2	All modules in the Community Development suite share similar features and operating procedures with the Financial suite, including the same reporting writing software and integration with Laserfiche.		
3	Statistics in all Community Development modules may be easily gathered and presented in graphical form. Examples: a bar chart of the number of electrical permits issued per year, or pie chart of inspections passed, passed upon first reinspection, or failed more than once.		
4	All modules in the Community Development suite share a central property database, fully integrated with GIS		
5	The City-wide property database integrates also with Financial modules and with Utility Billing		
6	Report writing software can integrate with the GIS to categorize permits, inspections, etc. by zone and to include GIS-related data such as property value		
7	Database can accommodate the situation of multiple PINs on the same parcel, and multiple addresses sharing the same PIN/parcel (an example is a strip mall on one parcel)		
8	A single query of a property can produce an overview of all related activity, including: 1. All addresses on the property 2. Permits 3. Code violations 4. Rental licenses 5. Business licenses 6. Inspections scheduled and completed 7. Utility balances owed		
9	Custom dashboards facilitate easy display of each user's outstanding tasks		

10	Field inspection software is consistent in required hardware and software attributes across all modules:
	  1. Planning & Zoning
	  2. Permitting
	  3. Code Enforcement
	  4. Rental Property Licensing		

11	Inspection software integrates with Google calendar (if not, please indicate any other calendaring solution)		
12	Inspector can carry a tablet and fill in inspection details in the field, automatically updating the City database		
13	Remote inspection tablets can operate both over live connection to the City's database, or locally with synchronization as needed		
14	Inspector can print and/or email inspection results to give to the applicant while in the field		
15	Inspector can take pictures with the tablet and include the images in the database		
16	Software includes a way to link to the County database (through a provided API) to display owner information		

Rental Licenses

The City has developed in-house a web-based solution which integrates with our webstore

Item	Specification	Response Code	Vendor Comment
1	The system must provide a means of collecting applications for property rentals, scheduling inspections, and receipting payment		
2	Software provides a dashboard or quick summary display of: 1. Number of renewing applications , non-renewing rentals, and new applications received this year 2. Number of licenses issued and not issued 3. Inspections passed, failed, and due 4. Similar totals for the prior year		
3	Software integrates with GIS application for property verification and display		
4	Software provides annual billing of license fees. Renewal letters may be mailed and/or emailed		
5	A portal is available for online approval of applications. Examples of such approval include review and acceptance by the Sherriff's office, the City Attorney, and the Utility Billing staff.		
6	Facilitates up to three reminder letters		
7	Tracks owner and agent information		
8	Integrates with cash receipting software		
9	Accommodates both accrual and cash-basis accounting		
10	Adds fees/penalties automatically for late payment and for missed inspections		
11	Vendor provides an API or other means of integrating with our on-line webstore to display balances in real-time		
12	Breaks properties into zones and then aids in scheduling property inspections by zone. General dwelling units are inspected every other year, multi-family units every year. Each application is put into one of three categories: 1. GDU odd years		

	2. GDU even years 3. MFU all years		
13	Software aids in scheduling inspections, comparing GIS zone and proximity of properties		
14	Prints or emails notifications to owners and agents that an inspection has been scheduled		
15	Applicants may confirm inspections via email reply. (Is confirmation by text message possible?)		
16	Inspections may be scheduled in flexible intervals (we commonly schedule in 20-minute intervals)		
17	The software maintains a table of inspection failure reason codes, tied to the City code		
18	Re-inspections may be scheduled in a similar manner, and the re-inspection letter/email indicates initial failure reasons, with appropriate snippets of City code included		
19	Tracks inspection failure reasons for statistical reporting		
20	Allows unlimited text entry as comments to accompany any application or inspection		
21	Allows multiple billing years to be open simultaneously		
22	Software issues rental licenses for both the owner and agent		
23	Interfaces with Microsoft Word for letter-writing with mail-merge capabilities		

Code Enforcement

The City is not currently using any automated Code Enforcement module, though one has been in slow development over several years.

Item	Specification	Response Code	Vendor Comment
1	Software manages complaints regarding code violations in the City, and tracks the status of each complaint		
2	Software allows classification of complaints for statistical reporting		
3	Software provides a dashboard displaying open and closed complaint totals by classification		
4	Software tracks three types of submissions: from citizens, City staff, and council members		
5	Multiple violations may be recorded on a single complaint		
6	During complaint entry, software displays all prior complaints and violations for the property (unfounded or not)		
7	Aids in scheduling property inspections by geographical area		
8	Inspector may add additional violations while in the field, for both the property in question and neighboring properties		
9	Software allows unlimited text entry for complaints and inspections		
10	Interfaces with Microsoft Word for letter-writing with mail-merge capabilities		
11	Software provides a means of including snippets of City Code for each violation in standard form letters. The user does not have to cut-and-paste Code snippets in forming a letter, but may simply choose whether or not to print the appropriate City Code associated with each violation.		
12	Software aids in tracking citations through the Court process and recording the judgment for each		

Permitting

The City currently uses PermitWorks software and issues about 2,700 permits a year.

Item	Specification	Response Code	Vendor Comment
1	System issues building and construction permits, electrical permits, and plumbing permits		
2	System maintains a contractor table which tracks appropriate certifications and licenses as required for the type of contractor		
3	Software integrates with GIS application for property verification and display		
4	System generates permits on paper or in PDF form, and supports emailing of PDF permits		
5	System calculates various fees for permits based on quantity and cost of fixtures. Building permit costs are based on property valuation.		
6	State surcharge is automatically calculated and applied. The surcharge must be reported separately and recorded separately in the General Ledger.		
7	System interfaces with Cash Receipting software for payment of permit fees		
8	System automatically generates inspection tasks for each permit according to its type, allows selection of appropriate inspection requirements, and assigns the tasks to inspectors		
9	Inspections may be added, removed, or rescheduled as needed		
10	System provides the ability to display all permit applications and their status for any property, owner, or contractor		
11	Interfaces with Microsoft Word for letter-writing with mail-merge capabilities		
12	Vendor provides an API or other means of integrating with our on-line webstore to display balances in real-time		
13	Users can quickly see on a dashboard or other display all completed permits waiting to be picked up		
14	Software provides a contractor/homeowner		

	portal to view the status of applications (including the results of each inspection), change contractor address and licensing information, make payments, and print permits		
15	The portal also allows contractors and homeowners to perform the following functions: 1. Calculate estimated building permit fees 2. Request inspections, with date/time requested and one alternate time 3. List available permits for pickup and payment 4. Display permit history by contractor or property address 5. Share monthly valuation and fees reports		
16	Inspection requests integrate with Google Calendar to determine available blocks of time. If Google Calendar is not used, please indicate the calendaring software used, and whether or not inspectors can block off times for non-inspection related data (City meetings, etc.)		

Terms & Conditions

Right to Clarification: The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposal.

Right to Amendment: The City reserves the right to cancel or issue amendments to the RFP, including the proposed schedule.

Rejection of Proposals: The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in responses.

Liability: Under no circumstances shall the City incur any liability or obligation, financial or otherwise, to any vendor directly or indirectly related to the issuance of or the receipt of proposals in response to this RFP, even if the City elects not to complete the vendor selection process or eliminates a vendor from the RFP process for any reason. The City shall not reimburse or in any way compensate any vendor for expenses incurred directly or indirectly in connection with the Vendor's acceptance of or response to this RFP.

Contract Award and Execution: The City will not be bound or in any way obligated until both parties have executed a contract. The city also reserves the right to delay contract award and/or not to make a contract award.

Contract Term: The agreement shall be effective upon the date the agreement is signed by both the City and the Vendor and expire upon completion of the services covered by the agreement. This agreement may be terminated by either party upon thirty days written notice of such termination. In the event of termination of the agreement, there shall be no further obligation of the part of the City to the Vendor save for payment of sums due and owing for City-approved expenses and work incurred by the Vendor prior to the date of termination.

Installation: The system shall be installed in a timely manner according to a mutually agreeable schedule.

Business License: The Vendor awarded the contract must hold valid business and professional licenses and registrations that may be required by the State of Minnesota.

Insurance Requirement: The Vendor awarded the contract will be subject to the City's requirements for insurance reflecting the coverage minimum amounts and conditions as defined by the City, including Workers Compensation and Employer's Liability, Automobile Liability, Comprehensive General Liability, and Professional Liability.

Responsible Contractor Certification: The Vendor must sign and return the Responsible Contractor Certification, indicating compliance with Minnesota Statues, Section 16C.285.

Public Information: The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information." Marking the entire proposal or any one or more of the major sections as proprietary will not be honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

Copyright and Confidentiality: The Vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

Prime Vendor: If multiple vendors wish to combine their resources in responding to this Request for Proposal, the proposal shall indicate which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the Prime Vendor.

Litigation/Jurisdiction/Venue: Any and all court action shall take place and be vested solely in Superior Court, unless agreed to otherwise in a separate agreement.

Pending and Recent Litigation: Proposers must disclose at City's request any pending or recent litigation they are involved in as a company. Recent is defined as within the last three years.

Choice of Laws: The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Minnesota.

Pricing: The City will not consider time and materials pricing. Proposers shall provide firm and fixed pricing based on the functionality described. The City expects a milestone-based schedule for software installation and licensing.

Payment: The City will pay invoices submitted by the selected Vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager the payment will be processed and submitted to the Vendor.

Satisfaction of the City Attorney: The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Council.

Source Code: The selected Vendor must provide source code to the City in its entirety for all purchased software modules, either by direct possession or via an escrow account with an independent third party.

The source code will be kept current with the releases in live use with the City. Within thirty calendar days of the Vendor going out of business or no longer supporting the software, the Vendor shall provide appropriate source code from escrow to the City.

Software Versions: The City will not accept Beta versions of the software. All applications and versions are to have an existing install base and thorough testing.

Warranties: All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary products that are purchased from the awarded Vendor. In addition, the awarded Vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a proposal will represent your agreement to these conditions.

Appendix

This section includes sample pages from Shoreview's budget publications to assist in the section titled Budget Presentation.

Total Operating Budget – The total 2016 and 2017 budget for operating funds is summarized in the table below (excluding planned capital projects). Budgeted expense in 2016 is $25,956,897, an increase of $584,948 over the 2015 budget (2.3 percent). Budgeted expense in 2017 is $26,604,093, an increase of $647,196 over the 2016 budget (2.5 percent).

| | 2013 | 2014 | 2015 | 2015 Revised | 2016 | 2017 |
	Actual	Actual	Budget	Estimate	Budget	Budget
Revenue						
Property Taxes	$ 7,439,259	$ 7,579,552	$ 7,960,335	$ 7,960,335	$ 8,262,858	$ 8,591,713
Special Assessments	122,226	251,555	199,945	202,884	203,008	203,595
Licenses and Permits	648,306	628,033	330,100	375,625	354,000	317,700
Intergovernmental	568,629	744,647	529,052	617,592	556,091	549,622
Charges for Services	6,178,809	6,039,583	6,099,728	6,296,523	6,200,276	6,333,081
Fines and Forfeits	52,440	49,430	48,800	45,770	42,500	42,500
Utility Charges	8,161,186	8,197,649	8,748,257	8,555,090	9,425,003	10,042,038
Central Garage Charges	1,207,379	1,240,763	1,256,090	1,262,430	1,281,150	1,338,660
Interest Earnings	(553,847)	820,014	160,070	164,240	165,000	181,540
Other Revenues	125,913	236,480	102,427	122,750	101,150	101,350
Total Revenue	$ 23,950,300	$ 25,787,706	$ 25,434,804	$ 25,603,239	$ 26,591,036	$ 27,701,799
Expense						
General Government	$ 2,446,016	$ 2,313,708	$ 2,492,726	$ 2,440,665	$ 2,642,012	$ 2,583,463
Public Safety	3,069,177	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870
Public Works	1,934,892	1,987,837	2,117,650	2,059,836	2,125,901	2,181,316
Parks and Recreation	5,388,707	5,588,910	5,867,782	5,830,244	5,997,291	6,136,753
Community Development	687,099	749,016	788,169	798,622	845,766	871,191
Enterprise Operations	5,378,371	5,543,821	5,961,999	5,728,194	6,189,264	6,301,543
Central Garage	568,179	633,542	621,453	605,046	638,373	651,523
Miscellaneous	24,290	177,780	40,000	41,000	41,000	41,000
Debt Service	2,486,746	2,332,838	2,066,335	2,054,428	1,882,370	1,956,434
Depreciation	1,863,625	1,913,615	1,991,000	1,968,000	2,024,000	2,189,000
Total Expense	$ 23,847,102	$ 24,567,814	$ 25,371,949	$ 24,985,485	$ 25,956,897	$ 26,604,093
Other Sources (Uses)						
Sale of Asset-Gain	56,763	78,722	-	-	32,000	43,000
Debt Proceeds	2,653,739	105,822	10,000	7,867	-	7,700
Debt Refunding	(135,000)	(860,000)	(1,490,000)	(1,490,000)	-	-
Contributed Capital Assets	791,470	304,122	-	-	-	-
Transfers In	2,280,009	2,675,045	2,130,321	2,199,582	1,868,145	1,909,400
Transfers Out	(1,691,230)	(1,926,240)	(1,429,400)	(1,485,604)	(1,528,145)	(1,961,200)
Net Change	$ 4,058,949	$ 1,597,363	$ (716,224)	$ (150,401)	$ 1,006,139	$ 1,096,606

It should be noted that property taxes are also levied for capital funds therefore the property taxes shown on the first line of the above table do not reflect the total adopted City tax levy. A summary of revenue and expense for all funds is presented on the next page, and a discussion of the total property tax levy is presented later in this document.

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Figure 1: Total Operating Budget

Combined Revenue and Expense for all funds in 2016 (including capital projects) is provided in the table below (by type of fund). Total estimated expense is $31,431,314 for the year ($25,956,897 in operating funds plus $5,474,417 in capital funds). An additional $9,260,000 of capital project costs will be capitalized and depreciated in Utility and Central Garage funds (for a combined 2016 CIP estimate of $14,195,217).

	Operating Funds					Capital Funds	Total All Funds
	General	Special Revenue	Debt	Utility	Internal Service		
Revenue							
Property Taxes	$7,321,858	$ 210,000	$ 547,000	$ -	$ 184,000	$ 2,505,000	$10,767,858
Tax Increment	-	-	-	-	-	738,000	738,000
Special Assessments	-	-	203,008	-	-	12,696	215,704
Licenses and Permits	354,000	-	-	-	-	-	354,000
Intergovernmental	480,622	75,469	-	-	-	715,783	1,271,874
Charges for Services	1,224,520	4,966,756	-	1,500	7,500	790,000	6,990,276
Fines and Forfeits	42,500	-	-	-	-	-	42,500
Utility Charges	-	-	-	9,425,003	-	-	9,425,003
Central Garage Charges	-	-	-	-	1,281,150	-	1,281,150
Interest Earnings	50,000	8,700	16,600	76,500	13,200	121,900	286,900
Other Revenues	25,450	45,700	-	-	30,000	496,755	597,905
Total Revenue	$9,498,950	$ 5,306,625	$ 766,608	$ 9,503,003	$1,515,850	$ 5,380,134	$31,971,170
Expense							
General Government	$2,353,929	$ 288,083	$ -	$ -	$ -	$ 1,107,900	$ 3,749,912
Public Safety	3,570,920	-	-	-	-	134,917	3,705,837
Public Works	1,559,750	566,151	-	-	-	3,192,400	5,318,301
Parks and Recreation	1,781,505	4,215,786	-	-	-	400,000	6,397,291
Community Development	645,846	199,920	-	-	-	639,200	1,484,966
Enterprise Operations	-	-	-	6,189,264	-	-	6,189,264
Central Garage	-	-	-	-	638,373	-	638,373
Miscellaneous	-	-	-	-	41,000	-	41,000
Debt Service	-	-	1,303,301	468,434	110,635	-	1,882,370
Depreciation	-	-	-	1,361,000	663,000	-	2,024,000
Total Expense	$9,911,950	$ 5,269,940	$ 1,303,301	$ 8,018,698	$1,453,008	$ 5,474,417	$31,431,314
Other Sources (Uses)							
Sale of Asset-Gain	-	-	-	-	32,000	-	32,000
Transfers In	811,000	478,000	459,745	-	119,400	3,055,500	4,923,645
Transfers Out	(398,000)	(330,000)	(54,745)	(730,400)	(15,000)	(3,395,500)	(4,923,645)
Net Change	$ -	$ 184,685	$ (131,693)	$ 753,905	$ 199,242	$ (434,283)	$ 571,856

Revenue by Source — Revenue (for combined operating and capital funds) is derived from a combination of sources including: property tax, utility charges, charges for service, tax increment, intergovernmental revenue, central garage charges, license and permit revenue and other miscellaneous sources. More information is provided on property tax levies and utility rates later in this document.

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Figure 2: Combined Revenue & Expense

City of Shoreview, Minnesota – 2016-2017 Biennial Budget

General Fund Summary

	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget	2016 Percent of Total
Revenue							
Property Taxes	$6,623,723	$6,698,037	$7,023,335	$7,023,335	$7,321,858	$7,638,713	77.1%
Licenses and Permits	648,306	628,033	330,100	375,625	354,000	317,700	3.7%
Intergovernmental	395,433	574,419	455,032	529,222	480,622	480,622	5.1%
Charges for Services	1,619,489	1,352,056	1,303,810	1,256,160	1,224,520	1,252,000	12.9%
Fines and Forfeits	52,440	49,430	48,800	45,770	42,500	42,500	0.4%
Interest Earnings	(118,405)	197,442	50,000	50,000	50,000	55,000	0.5%
Other Revenues	31,532	28,974	26,227	25,250	25,450	25,650	0.3%
Total Revenue	9,252,518	9,528,391	9,237,304	9,305,362	9,498,950	9,812,185	100.0%
Expense							
General Government							
Council and Commissions	$ 142,275	$ 138,565	$ 151,925	$ 147,373	$ 156,597	$ 164,622	1.58%
Administration	561,449	508,845	553,955	544,540	575,203	592,525	5.80%
Human Resources	242,231	245,355	290,010	276,345	295,128	303,785	2.98%
Elections	2,983	34,332	4,000	3,000	39,574	4,000	0.40%
Communications	209,168	195,445	215,944	226,804	235,448	243,951	2.38%
Finance and Accounting	546,380	512,389	545,070	538,913	571,295	598,380	5.76%
Information Systems	295,837	322,173	346,344	337,027	348,684	355,207	3.52%
Legal	112,529	128,048	125,000	125,000	132,000	132,000	1.33%
General Government	2,112,852	2,085,152	2,232,248	2,199,002	2,353,929	2,394,470	23.75%
Public Safety							
Police	1,910,592	1,979,639	2,064,925	2,049,000	2,096,500	2,179,600	21.15%
Fire	1,154,160	1,344,161	1,354,780	1,405,380	1,474,420	1,512,270	14.88%
Emergency Services	4,425	2,947	5,130	5,070	–	–	0.00%
Public Safety	3,069,177	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870	36.03%
Public Works							
Public Works Adm and Engin.	473,786	456,455	450,210	446,634	434,492	434,502	4.38%
Streets	763,770	774,139	864,238	839,759	871,799	899,998	8.80%
Trail Management	110,429	117,487	132,926	122,368	131,148	135,986	1.32%
Forestry and Nursery	89,572	125,314	125,989	118,642	122,311	126,891	1.23%
Public Works	1,437,557	1,473,395	1,573,363	1,527,403	1,559,750	1,597,377	15.74%
Parks and Recreation							
Municipal Buildings	126,385	138,254	131,725	117,028	117,633	121,286	1.19%
Park/Recreation Admin.	346,539	366,627	381,141	447,927	387,297	471,455	3.91%
Park Maintenance	1,103,652	1,185,557	1,247,321	1,259,164	1,276,575	1,299,908	12.88%
Parks and Recreation	1,576,576	1,690,438	1,760,187	1,824,119	1,781,505	1,892,649	17.97%
Community Development							
Planning and Zoning Admin.	400,461	424,971	449,447	454,444	484,478	500,217	4.89%
Building Inspection	177,335	173,350	167,224	167,440	161,368	164,602	1.63%
Community Development	577,796	598,321	616,671	621,884	645,846	664,819	6.52%
Total Expense	8,773,958	9,174,053	9,607,304	9,631,858	9,911,950	10,241,185	100.00%
Other Sources (Uses)							
Transfers In	519,000	692,000	748,000	817,404	811,000	837,000	
Transfers Out	(829,963)	(902,749)	(378,000)	(378,000)	(398,000)	(408,000)	
Net Increase (Decrease)	167,597	143,792	–	112,908	–	–	
Fund Equity, beginning	4,136,009	4,303,606	4,447,398	4,447,398	4,560,306	4,560,306	
Fund Equity, ending	$4,303,606	$4,447,398	$4,447,398	$4,560,306	$4,560,306	$4,560,306	
Months of operating coverage	5.6	5.5		5.5	5.3	5.1	

Figure 3: Fund Summary

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Finance & Accounting

101-40500

The Finance & Accounting activity is responsible for overall financial management, accounting, financial reporting, insurance, and treasury functions; coordination of long-term financial planning efforts, and providing support and financial guidance to all City departments and funds. Functions include day-to-day accounting operations, annual and interim financial reporting, budgeting, capital improvement planning, long-term operating planning, utility rate analysis, risk management, debt issuance and management, investment of City funds, accounts payable, payroll, utility billing, internal controls and performing financial analysis in support of the City Council and administration. Other activities provided include staffing the City Hall front desk, providing assistance to walk-in customers, answering the main phone line, collecting and balancing daily receipts and issuance of various City licenses.

Goals and Objectives:
* Issue timely and accurate monthly and annual financial reports.
* Minimize audit costs through accurate and complete accounting processes and financial reporting.
* Continue to expand budget software functionality, in support of the two-year budget and five-year operating plan process, and provide integration to other City financial systems.
* Provide benchmark comparisons annually and communicate changes and trends.
* Prepare property tax estimates in support of the annual budget process.

Financial Summary	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget
Funding Uses by Type						
Personal services	$ 463,591	$ 415,876	$ 446,850	$ 441,672	$ 469,352	$ 492,842
Supplies	$ 1,604	$ 2,267	$ 4,000	$ 3,710	$ 3,895	$ 3,760
Contractual	$ 81,185	$ 94,246	$ 94,220	$ 93,531	$ 98,048	$ 101,778
Total	$ 546,380	$ 512,389	$ 545,070	$ 538,913	$ 571,295	$ 598,380
Percent change		-6.2%	6.4%	5.2%	4.8%	4.7%
Full-time equivalents						
Full-time	4.95	4.95	4.95	4.88	4.95	4.95
Associate	0.01	0.01	0.01	0.01	0.01	0.01
Total	4.96	4.96	4.96	4.89	4.96	4.96
Percent of total General Fund	6.23%	5.59%	5.67%	5.60%	5.76%	5.84%

Budget Impacts:
* Four full-time staff members in the step program (length of service less than 4 years employment in the position) are currently paid less than the regular rate of pay. Therefore, estimated wages for the period 2015-2021 include both cost of living and step increases.
* Audit costs are projected to rise 2% per year. The 3-year audit contract is up for renewal in 2017.
* Personal services increases in 2015 due to filling a position that was vacant in 2014.

Figure 4: Activity Summary 1 of 2

Finance & Accounting

Activity Measures	2012 Actual	2013 Actual	2014 Actual
Finance & Accounting annual cost per household	$ 51.12	$ 52.19	$ 47.52
% change from prior year		2.1%	-9.0%
Bond rating from Standard & Poor's	AAA	AAA	AAA
Outstanding debt (in millions)	$ 24.1	$ 31.0	$ 33.6
Investment portfolio at year-end (in millions)	$ 24.8	$ 27.0	$ 37.1
Average investment yield	0.83%	1.10%	1.19%
Investment Benchmark (2-year Treasury Bill)	0.28%	0.31%	0.46%
Unqualified Audit Opinion	Yes	Yes	Yes
Years the GFOA Certificate of Achievement has been received	27	28	29
Paychecks issued	6,194	6,436	6,588
Accounts payable invoices processed	7,849	7,623	8,270
Workers Compensation injuries processed	16	22	18

Community Survey Results	2010 Survey	2013 Survey	2015 Survey
Residents rating services received for property taxes paid excellent or good	80%	87%	89%
Residents rating customer service at City Hall or on phone as excellent or good	97%	95%	96%

Recent Achievements:

* City bond rating upgraded to AAA by Standard and Poor's in November of 2010 (14 months after an upgrade to Aa+). The AAA rating is the highest bond rating awarded and has been maintained since the upgrade.
* Completed the first Five-year Operating Plan in 2009, and continue to make improvements to the biennial publication.
* Fifth lowest 2015 City property tax on a median home value among comparison cities.
* 2015 City tax rate ranking is sixth lowest among comparison cities.

Percent of total General Fund
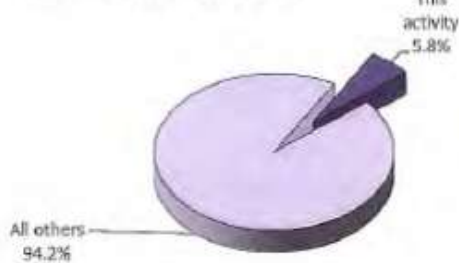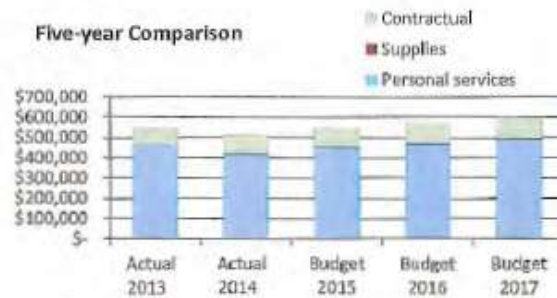
This activity 5.8%

All others 94.2%

Five-year Comparison

Contractual
Supplies
Personal services

$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-

Actual 2013 | Actual 2014 | Budget 2015 | Budget 2016 | Budget 2017

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City of Shoreview, Minnesota – 2016-2017 Biennial Budget

Special Revenue Funds

Special Revenue Funds are used to account for revenue that is dedicated by State statute, local ordinance, resolution or practice to support specific expenses. Establishment of these funds enables the City to closely monitor both revenue and expense associated with a given program. Special Revenue Fund budgets for 2016 and 2017 are shown in the table below.

	Recycling	Community Center	Recreation Programs	Cable Television	EDA	HRA	Slice of Shoreview	Total
2016 Budget								
Revenue								
Property Taxes	$ -	$ -	$ -	$ -	$110,000	$100,000	$ -	$ 210,000
Intergovernmental	75,469	-	-	-	-	-	-	75,469
Charges for Services	536,500	2,468,215	1,500,041	435,000	-	-	27,000	4,966,756
Interest Earnings	-	5,000	2,000	1,700	-	-	-	8,700
Other Revenues	-	12,500	-	1,200	-	-	32,000	45,700
Total Revenue	611,969	2,485,715	1,502,041	437,900	110,000	100,000	59,000	5,306,625
Expense								
General Government	-	-	-	220,183	-	-	67,900	288,083
Public Works	566,151	-	-	-	-	-	-	566,151
Parks and Recreation	-	2,733,905	1,481,881	-	-	-	-	4,215,786
Community Development	-	-	-	-	107,013	92,907	-	199,920
Total Expense	566,151	2,733,905	1,481,881	220,183	107,013	92,907	67,900	5,269,940
Other Sources (Uses)								
Transfers In	-	384,000	84,000	-	-	-	10,000	478,000
Transfers Out	-	-	(130,000)	(200,000)	-	-	-	(330,000)
Net Change	45,818	135,810	(25,840)	17,717	2,987	7,093	1,100	184,685
Fund Equity, beginning	334,071	1,338,340	1,049,222	469,181	206,093	99,288	77,366	3,573,561
Fund Equity, ending	$379,889	$ 1,474,150	$1,023,382	$486,898	$209,080	$106,381	$ 78,466	$3,758,246
2017 Budget								
Revenue								
Property Taxes	$ -	$ -	$ -	$ -	$115,000	$105,000	$ -	$ 220,000
Intergovernmental	69,000	-	-	-	-	-	-	69,000
Charges for Services	547,500	2,518,300	1,543,711	435,000	-	-	27,570	5,072,081
Interest Earnings	-	6,000	2,500	1,800	-	-	-	10,300
Other Revenues	-	12,500	-	1,200	-	-	32,000	45,700
Total Revenue	616,500	2,536,800	1,546,211	438,000	115,000	105,000	59,570	5,417,081
Expense								
General Government	-	-	-	120,623	-	-	68,370	188,993
Public Works	583,939	-	-	-	-	-	-	583,939
Parks and Recreation	-	2,786,944	1,457,160	-	-	-	-	4,244,104
Community Development	-	-	-	-	109,526	96,846	-	206,372
Total Expense	583,939	2,786,944	1,457,160	120,623	109,526	96,846	68,370	5,223,408
Other Sources (Uses)								
Transfers In	-	402,000	86,000	-	-	-	10,000	498,000
Transfers Out	-	(200,000)	(340,000)	(200,000)	-	-	-	(740,000)
Net Change	32,561	(48,144)	(164,949)	117,377	5,474	8,154	1,200	(48,327)
Fund Equity, beginning	379,889	1,474,150	1,023,382	486,898	209,080	106,381	78,466	3,758,246
Fund Equity, ending	$412,450	$ 1,426,006	$ 858,433	$604,275	$214,554	$114,535	$ 79,666	$3,709,919

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Figure 6: Fund Category overview

Full-time Equivalents (FTE) for all staff positions, including associate staff, are shown in the table below.

Description	2013 Budget	2014 Budget	2015 Budget	2015 Estimate	2016 Budget	2017 Budget
Full-time						
General Fund	39.08	41.02	40.53	41.92	40.55	41.03
Recycling	0.35	0.35	0.35	0.35	0.45	0.45
Community Center Operations	13.65	14.39	14.20	15.30	15.25	15.25
Recreation Programs	3.97	5.05	4.90	4.30	5.75	4.95
Cable Television	0.25	0.25	0.25	0.25	0.25	0.25
Economic Development Authority	0.29	0.40	0.45	0.45	0.50	0.50
HRA Programs of EDA	0.30	0.60	0.60	0.60	0.60	0.60
Water Enterprise Fund	7.37	7.71	7.75	7.82	7.77	7.77
Sewer Enterprise Fund	6.50	6.72	6.76	6.83	6.78	6.78
Surface Water Mgmt Utility	3.32	3.37	3.61	3.49	3.82	3.82
Street Light Utility	0.18	0.20	0.20	0.20	0.20	0.20
Central Garage	2.38	2.40	2.40	2.40	2.40	2.40
Total Full-time	77.64	82.46	82.00	83.91	84.32	84.00
Part-time						
General Fund	0.80	0.52	0.54	0.87	0.92	0.70
Community Center Operations	-	0.21	0.23	0.15	0.23	0.23
Recreation Programs	-	0.21	0.23	0.15	0.23	0.23
Water Enterprise Fund	-	0.04	0.05	0.04	0.08	0.06
Sewer Enterprise Fund	-	0.04	0.05	0.04	0.08	0.06
Surface Water Mgmt Utility	-	-	-	0.02	0.01	-
Street Light Utility	-	-	-	0.08	0.05	0.02
Total Part-time	0.80	1.02	1.10	1.35	1.60	1.30
Associate						
General Fund	3.29	4.42	3.99	3.69	3.86	3.73
Community Center Operations	25.21	23.06	24.09	21.52	22.07	22.42
Recreation Programs	25.83	25.97	26.39	27.38	28.49	28.70
Cable Television	0.10	0.10	0.10	0.10	0.47	0.47
Economic Development Authority	0.08	-	-	-	-	-
HRA Programs of EDA	0.10	-	-	-	-	-
Water Enterprise Fund	0.32	0.39	0.48	0.29	0.33	0.33
Sewer Enterprise Fund	0.32	0.39	0.49	0.29	0.34	0.34
Surface Water Mgmt Utility	0.11	0.22	0.13	0.13	0.13	0.13
Total Associate	55.36	54.55	55.67	53.40	55.69	56.12
Total FTEs	133.80	138.03	138.77	138.66	141.61	141.42

Changes in full-time FTEs include the phased retirement of an administration department position (.32), the elimination of a public works administrative tech position the addition of a park and recreation office assistant, planning/public works customer service representative and custodian. Part-time FTEs increase in 2016 due to the phased retirement of a public works engineering tech position. Associate FTEs increase for: temporary positions to assist with elections, cable television intern, public works intern, parks maintenance; and additional recreation program hours.

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Figure 7: Full time Equivalents

Inter-fund Transfers – Transfers between funds are used when resources are accumulated in one fund and will be used to support costs in another fund. Planned transfers for 2014 and 2015 are shown in the table below.

- General Fund transfers to the Community Center Fund offset the room rental subsidy for community-oriented use of the building, and provide general community support; to the Recreation Programs Fund cover a portion of playground and general program costs; to the Slice of Shoreview Fund support event costs; to the Refunding COP debt fund assist in paying community center debt payments
- Community Center transfers cover planned Community Center expansion costs
- Recreation Program transfers to the Community Center Fund pay for use of the building; to the Community Center Expansion Fund cover planned Community Center expansion costs
- Cable TV transfers to the General Fund support a portion of communication costs
- Closed Bond Fund transfers to debt funds provide funding for debt payments in an effort to reduce the debt share of the levy
- Community Investment transfers to the Refunding COP debt fund assist in paying community center debt payments
- MSA Fund transfer covers planned street rehabilitation costs
- Street Renewal transfers cover planned street rehabilitation costs
- GFA Replacement transfers cover planned computer/technology capital costs and support for community center debt payments
- Utility Fund transfers (from Water, Sewer, Surface Water and Street Lighting Funds) to the General Fund are for payments in lieu of taxes (and represent no more than one percent of asset value); Central Garage fund represent a prorated share of debt payments (maintenance center renovation) and to the Capital Acquisition /IS fund cover planned computer/technology capital costs
- Central Garage transfers cover planned computer/technology capital costs.

From Fund	To Fund	2016 Transfers	2017 Transfers
General Fund	Community Center	$ 254,000	$ 262,000
General Fund	Recreation Programs	84,000	86,000
General Fund	Slice of Shoreview	10,000	10,000
General Fund	Refunding COPs (debt)	50,000	50,000
Community Center	Comm Cntr Expansion	-	200,000
Recreation Programs	Community Center	130,000	140,000
Recreation Programs	Comm Cntr Expansion	-	200,000
Cable TV	General Fund	200,000	200,000
Closed Bond	Refunding COPs (debt)	50,000	50,000
Closed Bond	2004 G.O. Impr. Bonds	4,745	-
Community Investment	Refunding COPs (debt)	175,000	175,000
MSA Fund	Street Rehabilitation	1,550,000	-
Street Renewal	Grand Avenue	453,000	-
Street Renewal	Windward Heights	503,000	766,500
GFA Replacement	Capital Acquisition/IS	534,500	94,000
GFA Replacement	Refunding COPs (debt)	180,000	180,000
Water	General Fund	320,000	330,000
Water	Central Garage	43,000	43,000
Water	Capital Acquisition/IS	-	3,400
Sewer	General Fund	140,000	144,000
Sewer	Central Garage	43,000	43,000
Sewer	Capital Acquisition/IS	-	3,400
Surface Water	General Fund	128,000	137,000
Surface Water	Central Garage	31,000	31,000
Street Lighting	General Fund	23,000	26,000
Street Lighting	Central Garage	2,400	2,400
Central Garage	Capital Acquisition/IS	15,000	-
Total Transfers		$4,923,645	$3,176,700
From Operating Funds		$1,528,145	$1,961,200
From Capital Funds		3,395,500	1,215,500
Total Transfers		4,923,645	3,176,700
	To Operating Funds	$1,868,145	$1,909,400
	To Capital Funds	3,055,500	1,267,300
	Total Transfers	$4,923,645	$3,176,700

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Figure 8: Interfund Transfers

Street Renewal Fund

The summary of Street Renewal Fund activity provided in the table below shows planned increases in the tax levy are sufficient to support projects through 2020 while maintaining the minimum $2 million fund balance. The 2021 Edgetown Acres project causes the Fund balance to fall $276,027 below the required minimum $2 million fund balance, which will likely require the project to be spread out over three years.

Street Renewal Fund Capital Projections	Estimated 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Revenue							
Property taxes	$ 950,000	$ 1,000,000	$ 1,060,000	$ 1,124,000	$ 1,191,000	$ 1,262,000	$ 1,338,000
Assessments	12,931	12,696	12,696	159,496	6,880	6,880	6,880
Investment interest	23,000	28,000	33,000	34,000	42,000	47,000	41,000
Total Revenues	$ 985,931	$ 1,040,696	$ 1,105,696	$ 1,317,496	$ 1,239,880	$ 1,315,880	$ 1,385,880
Expense							
Street condition survey	8,000	8,000	8,500	8,500	9,000	9,000	9,500
Sealcoat and crack fill	317,500	325,400	336,700	338,700	346,000	352,500	359,100
Street rehabilitation current projects:							
Railroad crossing quiet zones	20,000	-	-	-	-	-	-
Grand Avenue reconstruction	-	453,000	-	-	-	-	-
Turtle Lane neighborhood	747,120	-	-	-	-	-	-
Windward Heights neighborhood	-	503,000	766,500	-	-	-	-
Bridge/Lion neighborhood	-	-	-	873,000	-	-	-
Wabasso neighborhood	-	-	-	-	472,200	-	-
Edgetown Acres-Schutta/Lois/Hillview	-	-	-	-	-	1,337,800	1,457,600
Total Expense	$ 1,092,620	$ 1,289,400	$ 1,111,700	$ 1,221,200	$ 827,200	$ 1,699,300	$ 1,826,200
Net change	(106,689)	(248,704)	(6,004)	96,296	412,680	(383,420)	(440,320)
Fund equity, beginning	2,400,134	2,293,445	2,044,741	2,038,737	2,135,033	2,547,713	2,164,293
Fund equity, ending	$ 2,293,445	$ 2,044,741	$ 2,038,737	$ 2,135,033	$ 2,547,713	$ 2,164,293	$ 1,723,973
Years of capital coverage (avg expense)	1.8	1.6	1.6	1.6	2.0	1.7	1.3
Tax levy percent change	8.0%	5.3%	6.0%	6.0%	6.0%	6.0%	6.0%
Average annual percent change (taxes) 2015 –		6.6%	6.4%	5.3%	6.2%	6.2%	6.2%

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Figure 9: Capital Improvement Programs

Community Center Fund	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
Revenue									
Charges for Services									
Memberships	$1,137,711	$1,104,821	$1,119,163	$1,142,000	$1,162,000	$1,177,000	$1,200,000	$1,213,000	$1,240,000
Daily Admissions	555,209	580,832	596,787	599,000	597,500	612,000	619,500	626,000	630,000
Room Rentals	255,186	303,205	307,632	315,030	326,865	337,700	348,540	359,380	370,200
Concessions & Commissions	221,418	236,890	242,324	262,300	269,500	276,700	284,000	292,300	299,500
All Other Charges	128,821	125,740	135,475	112,500	112,350	114,900	117,550	120,200	122,950
Interest Earnings	14,100	(42,835)	65,924	5,000	5,000	6,000	6,000	7,000	7,000
Other Revenues	60	14,750	13,529	12,500	12,500	12,500	12,500	12,500	12,500
Total Revenue	2,312,505	2,323,403	2,480,834	2,448,330	2,485,715	2,536,800	2,588,090	2,630,380	2,682,150
Expense									
Parks and Recreation									
Personal Services	1,399,967	1,473,504	1,475,984	1,563,045	1,623,772	1,682,460	1,772,382	1,835,438	1,902,741
Supplies	446,078	478,443	528,352	492,217	511,522	525,394	541,858	560,006	574,700
Contractual	599,684	624,253	670,495	614,270	598,611	579,090	598,185	620,395	642,770
Capital Outlay	5,727	-	-	-	-	-	-	-	-
Total Expense	2,451,456	2,576,200	2,674,831	2,669,532	2,733,905	2,786,944	2,912,425	3,015,839	3,120,211
Other Sources (Uses)									
Transfers In	300,000	312,000	339,000	366,000	384,000	402,000	420,000	437,000	454,000
Transfers Out	-	-	-	-	-	(200,000)	-	-	-
Net Change	161,049	59,203	145,003	144,798	135,810	(48,144)	95,665	51,541	15,939
Fund Equity, beginning	828,287	989,336	1,048,539	1,193,542	1,338,340	1,474,150	1,426,006	1,521,671	1,573,212
Fund Equity, ending	$ 989,336	$1,048,539	$1,193,542	$1,338,340	$1,474,150	$1,426,006	$1,521,671	$1,573,212	$ 1,589,151
Fund equity committed to building impr	345,286	379,831	524,834	654,864	777,414	697,900	767,711	793,159	787,314
Fund equity percent of expense	38.4%	39.2%	44.7%	49.0%	52.9%	49.0%	50.5%	50.4%	49.5%
Months of operating coverage	4.6	4.7	5.4	5.9	6.3	5.9	6.1	6.1	5.9
Tax support as percent of expense	9.2%	9.0%	8.9%	9.2%	9.3%	9.4%	9.3%	9.2%	9.1%
Revenue percent change	-0.9%	0.5%	6.8%	-1.3%	1.5%	2.1%	2.0%	1.6%	2.0%
Average annual percent change/rev				1.3%					1.8%
Expense percent change	2.1%	5.1%	3.8%	-0.2%	2.4%	1.9%	4.5%	3.6%	3.5%
Average annual percent change/exp				2.7%					3.2%
Insurance credits (memberships)	$ 193,512	$ 199,091	$ 186,114	$ 178,780					
Annual membership rev billed monthly	$ 427,000	$ 431,692	$ 424,061	$ 414,000					
Rate change, daily admissions	1.8%	2.2%	3.3%	2.2%	2.5%	2.0%	2.0%	2.0%	2.0%
Rate change, memberships	3.3%	2.2%	3.0%	2.0%	1.7%	2.0%	2.0%	2.0%	2.0%

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Figure 10: Fund Layout in 5yr plan

Total Operating Funds	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
Revenue										
Property Taxes	$7,147,896	$7,439,259	$7,579,552	$7,960,335	$7,960,335	$8,262,858	$8,591,713	$9,089,535	$9,341,653	$9,577,850
Special Assessments	174,842	122,226	251,555	199,945	202,884	203,008	203,595	217,141	233,141	266,264
Licenses & Permits	540,755	648,306	628,033	330,100	375,625	354,000	317,700	278,200	264,700	273,700
Intergovernmental	376,158	568,629	744,647	529,052	617,592	556,091	549,622	560,122	560,122	573,622
Charges for Services	5,689,999	6,178,809	6,039,583	6,099,728	6,296,523	6,200,276	6,333,081	6,464,706	6,608,810	6,739,300
Fines & Forfeits	67,000	52,440	49,430	48,800	45,770	42,500	42,500	42,500	42,500	42,500
Utility Charges	8,086,327	8,161,186	8,197,649	8,748,257	8,555,090	9,425,003	10,042,038	10,502,081	10,922,544	11,360,227
Central Garage Chgs	1,143,847	1,207,379	1,240,763	1,256,090	1,262,430	1,281,150	1,338,660	1,379,780	1,410,600	1,444,870
Interest Earnings	185,417	(553,847)	820,014	160,070	164,240	165,000	181,540	181,310	198,000	196,160
Other Revenues	174,000	125,913	236,480	102,427	122,750	101,150	101,350	102,550	102,750	102,950
Total Revenue	23,586,241	23,950,300	25,787,706	25,434,804	25,603,239	26,591,036	27,701,799	28,817,925	29,684,820	30,577,443
Expense										
General Government	2,243,504	2,446,016	2,313,708	2,492,726	2,440,665	2,642,012	2,583,463	2,713,068	2,746,562	2,862,588
Public Safety	2,706,424	3,069,177	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870	3,806,210	3,913,260	4,032,810
Public Works	1,864,122	1,934,892	1,987,837	2,117,650	2,059,836	2,125,901	2,181,316	2,259,905	2,348,583	2,430,596
Parks and Recreation	5,282,365	5,388,707	5,588,910	5,867,782	5,830,244	5,997,291	6,136,753	6,482,298	6,685,832	6,900,400
Commun Development	612,405	687,099	749,016	788,169	798,622	845,766	871,191	907,796	943,702	985,717
Enterprise Oper	5,244,732	5,378,371	5,543,821	5,961,999	5,728,194	6,189,264	6,301,543	6,503,212	6,866,386	7,077,869
Central Garage	550,659	568,179	633,542	621,453	605,046	638,373	651,523	683,362	682,177	713,577
Miscellaneous	67,522	24,290	177,780	40,000	41,000	41,000	41,000	41,000	41,000	41,000
Debt Service	2,331,187	2,486,746	2,332,838	2,066,335	2,054,428	1,882,370	1,956,434	2,333,901	2,283,300	2,333,557
Depreciation	1,813,983	1,863,625	1,913,615	1,991,000	1,968,000	2,024,000	2,189,000	2,351,000	2,414,000	2,482,000
Total Expense	22,716,903	23,847,102	24,567,814	25,371,949	24,985,485	25,956,897	26,604,093	28,081,752	28,924,802	29,860,114
Other Sources (Uses)										
Sale of Asset-Gain	26,311	56,763	78,722	-	-	32,000	43,000	46,000	75,000	52,000
Debt Refunded	-	(135,000)	(860,000)	(1,490,000)	(1,490,000)	-	-	-	-	-
Debt Proceeds	-	2,653,739	105,822	10,000	7,867	-	7,700	-	10,640	-
Contrib Cap Assets	194,313	791,470	304,122	-	-	-	-	-	-	-
Transfers In	2,063,714	2,280,009	2,675,045	2,130,321	2,199,582	1,868,145	1,909,400	2,317,400	2,381,400	2,425,581
Transfers Out	(1,374,262)	(1,691,230)	(1,926,240)	(1,429,400)	(1,485,604)	(1,528,145)	(1,961,200)	(1,607,400)	(1,667,200)	(1,715,991)
Net Change	$ 1,779,414	$ 4,058,949	$ 1,597,363	$ (716,224)	$ (150,401)	$ 1,006,139	$ 1,096,606	$ 1,492,173	$ 1,559,858	$ 1,478,929
Expense percent change	-14.8%	5.0%	3.0%		1.7%	2.3%	2.5%	5.6%	3.0%	3.2%

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Figure 11: Total Operating Funds in 5yr plan

Issuance and retirement of debt is shown in the table below.
Outstanding debt balances by type, for the end of each year, are presented on the next page.

Debt Issued and Retired	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Debt Balance, beginning of year	$26,440,000	$24,055,000	$30,965,000	$33,625,000	$32,600,000	$37,995,000	$41,025,000	$37,710,000	$37,393,000
Debt Issued									
Improvement bonds	-	2,010,000	100,000	295,000	-	260,000	-	370,000	-
Fire Station	-	750,000	-	-	-	-	-	-	-
Street Improvements	-	3,795,000	-	-	-	-	-	-	-
COPs (refunding)	-	-	-	-	-	-	-	-	-
G.O. Community Center	-	-	-	-	-	4,080,000	-	-	-
Water bonds	-	1,690,000	915,000	6,885,000	6,995,000	890,000	-	200,000	-
Sewer bonds	-	285,000	730,000	1,650,000	230,000	260,000	-	1,720,000	-
Surface Water bonds	-	1,305,000	265,000	860,000	380,000	360,000	-	810,000	-
Maintenance Center	-	-	4,670,000	-	-	-	-	-	-
Total Bonds Issued	-	9,835,000	6,680,000	9,690,000	7,605,000	5,850,000	-	3,100,000	-
Debt Paid									
Improvement bonds	285,000	295,000	260,000	235,000	200,000	175,000	185,000	197,000	212,000
Tax Increment bonds	510,000	630,000	340,000	350,000	-	-	-	-	-
Fire Station	100,000	105,000	870,000	120,000	120,000	120,000	130,000	130,000	130,000
Street Improvements	150,000	155,000	305,000	1,690,000	345,000	340,000	340,000	350,000	350,000
COPs (commun center)	290,000	345,000	350,000	360,000	365,000	375,000	390,000	400,000	415,000
G.O. Community Center	-	-	-	-	-	-	220,000	225,000	235,000
Water bonds	550,000	460,000	965,000	1,410,000	450,000	960,000	1,115,000	1,150,000	1,175,000
Sewer bonds	145,000	275,000	325,000	915,000	175,000	230,000	265,000	275,000	365,000
Surface Water bonds	255,000	415,000	360,000	610,000	335,000	360,000	400,000	410,000	460,000
Maintenance Center	100,000	245,000	245,000	5,025,000	220,000	260,000	270,000	280,000	285,000
Total Bonds Issued	2,385,000	2,925,000	4,020,000	10,715,000	2,210,000	2,820,000	3,315,000	3,417,000	3,627,000
Debt Balance, end of year	$24,055,000	$30,965,000	$33,625,000	$32,600,000	$37,995,000	$41,025,000	$37,710,000	$37,393,000	$33,766,000

Includes refunding bond activity

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Figure 12: Debt Service in 5yr Plan 1 of 3

Debt Balances (at each year end)	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Debt Balances									
General Obligation Bonds									
Improvement	$ 1,065,000	$ 2,780,000	$ 2,620,000	$ 2,680,000	$ 2,480,000	$ 2,565,000	$ 2,380,000	$ 2,553,000	$ 2,341,000
Tax Increment	1,320,000	690,000	350,000	-	-	-	-	-	-
Fire Stations	975,000	1,620,000	750,000	630,000	510,000	390,000	260,000	130,000	-
Street Improvements	1,865,000	5,505,000	5,200,000	3,510,000	3,165,000	2,825,000	2,485,000	2,135,000	1,785,000
Community Center Expansion G.O.	-	-	-	-	-	4,080,000	3,860,000	3,635,000	3,400,000
Total General Bonds	5,225,000	10,595,000	8,920,000	6,820,000	6,155,000	9,860,000	8,985,000	8,453,000	7,526,000
General Obligation Bonds									
Maintenance Center	5,515,000	5,270,000	9,695,000	4,670,000	4,450,000	4,190,000	3,920,000	3,640,000	3,355,000
General Obligation Revenue Bonds									
Water Improvement	4,700,000	5,930,000	5,880,000	11,355,000	17,900,000	17,830,000	16,715,000	15,765,000	14,590,000
Sewer Improvement	1,985,000	1,995,000	2,400,000	3,135,000	3,190,000	3,220,000	2,955,000	4,400,000	4,035,000
Surface Water Improvement	2,300,000	3,190,000	3,095,000	3,345,000	3,390,000	3,390,000	2,990,000	3,390,000	2,930,000
Total Utility Bonds	8,985,000	11,115,000	11,375,000	17,835,000	24,480,000	24,440,000	22,660,000	23,555,000	21,555,000
Total Bonded Debt	19,725,000	26,980,000	29,990,000	29,325,000	35,085,000	38,490,000	35,565,000	35,648,000	32,436,000
Community Center Expansion	4,330,000	3,985,000	3,635,000	3,275,000	2,910,000	2,535,000	2,145,000	1,745,000	1,330,000
Total Combined Debt Balances	$ 24,055,000	$ 30,965,000	$ 33,625,000	$ 32,600,000	$ 37,995,000	$ 41,025,000	$ 37,710,000	$ 37,393,000	$ 33,766,000
Debt Limit Information									
Market value (millions)	$ 2,568.6	$ 2,404.9	$ 2,412.9	$ 2,640.7	$ 2,715.5	$ 2,796.9	$ 2,881.0	$ 2,967.0	$ 3,056.0
Debt Limit Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Debt Limit	$ 77,057,010	$ 72,148,140	$ 72,386,490	$ 79,220,790	$ 81,463,800	$ 83,907,720	$ 86,430,000	$ 89,010,000	$ 91,680,000
Debt Applicable to Debt Limit	$ 11,798,714	$ 13,168,149	$ 16,872,663	$ 11,093,597	$ 10,065,370	$ 13,053,748	$ 11,716,859	$ 10,335,955	$ 9,048,804
Debt Margin Available	$ 65,258,296	$ 58,979,991	$ 55,513,827	$ 68,127,193	$ 71,398,430	$ 70,853,972	$ 74,713,141	$ 78,674,045	$ 82,631,196
Percent Debt Margin Used	15.3%	18.3%	23.3%	14.0%	12.4%	15.6%	13.6%	11.6%	9.9%
Percent Debt Margin Available	84.7%	81.7%	76.7%	86.0%	87.6%	84.4%	86.4%	88.4%	90.1%
Debt Levy by Type of Debt									
Improvement -existing	$ 67,026	$ -	$ 8,000	$ 16,000	$ 14,000	$ 14,000	$ 10,000	$ 3,000	$ 21,000
Fire Station-existing	143,000	143,000	132,000	132,000	132,000	132,000	132,000	132,000	-
Street Improvements-existing	232,000	358,000	408,000	396,000	401,000	403,000	403,000	403,000	404,000
Maintenance Center-existing	216,000	184,000	184,000	208,000	184,000	184,000	184,000	184,000	184,000
Total Debt Levies	$ 658,026	$ 685,000	$ 732,000	$ 752,000	$ 731,000	$ 733,000	$ 729,000	$ 722,000	$ 609,000
Change in Debt Levies	$ 33,026	$ 26,974	$ 47,000	$ 20,000	$ (21,000)	$ 2,000	$ (4,000)	$ (7,000)	$ (113,000)

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Figure 13: Debt Service in 5yr Plan 2 of 3

Retirement of existing debt is shown in the table below.

| | Debt Balances as of Year End | | | | | | | | | Percent Paid | | |
| | Proprietary Debt | | | | | Governmental/COP | | | | | | |
Year	G.O. Water Revenue	G.O. Sewer Revenue	G.O. Surface Water Revenue	G.O. Maintenance Center	Total Proprietary Debt	G.O. Improvement Debt Funds	COP's Debt Funds	Total Govern and COP Debt	Total All Debt	Proprietary Debt	Govern and COP Debt	Total All Debt
2015	$11,355,000	$3,135,000	$ 3,345,000	$ 4,670,000	$22,505,000	$ 6,820,000	$3,275,000	$10,095,000	$32,600,000			
2016	10,905,000	2,960,000	3,010,000	4,450,000	21,325,000	6,155,000	2,910,000	9,065,000	30,390,000	5.2%	10.2%	6.8%
2017	10,250,000	2,745,000	2,670,000	4,190,000	19,855,000	5,520,000	2,535,000	8,055,000	27,910,000	11.8%	20.2%	14.4%
2018	9,500,000	2,510,000	2,315,000	3,920,000	18,245,000	4,865,000	2,145,000	7,010,000	25,255,000	18.9%	30.6%	22.5%
2019	8,720,000	2,265,000	1,950,000	3,640,000	16,575,000	4,210,000	1,745,000	5,955,000	22,530,000	26.3%	41.0%	30.9%
2020	7,925,000	2,020,000	1,575,000	3,355,000	14,875,000	3,540,000	1,330,000	4,870,000	19,745,000	33.9%	51.8%	39.4%
2021	7,110,000	1,775,000	1,185,000	3,055,000	13,125,000	2,985,000	900,000	3,885,000	17,010,000	41.7%	61.5%	47.8%
2022	6,270,000	1,515,000	920,000	2,745,000	11,450,000	2,435,000	460,000	2,895,000	14,345,000	49.1%	71.3%	56.0%
2023	5,470,000	1,270,000	645,000	2,425,000	9,810,000	2,120,000	-	2,120,000	11,930,000	56.4%	79.0%	63.4%
2024	4,800,000	1,045,000	520,000	2,100,000	8,465,000	1,790,000	-	1,790,000	10,255,000	62.4%	82.3%	68.5%
2025	4,140,000	810,000	415,000	1,770,000	7,135,000	1,445,000	-	1,445,000	8,580,000	68.3%	85.7%	73.7%
2026	3,675,000	625,000	325,000	1,430,000	6,055,000	1,155,000	-	1,155,000	7,210,000	73.1%	88.6%	77.9%
2027	3,300,000	505,000	265,000	1,085,000	5,155,000	895,000	-	895,000	6,050,000	77.1%	91.1%	81.4%
2028	2,920,000	385,000	200,000	730,000	4,235,000	625,000	-	625,000	4,860,000	81.2%	93.8%	85.1%
2029	2,525,000	260,000	135,000	370,000	3,290,000	540,000	-	540,000	3,830,000	85.4%	94.7%	88.3%
2030	2,125,000	130,000	70,000	-	2,325,000	450,000	-	450,000	2,775,000	89.7%	95.5%	91.5%
2031	1,710,000	-	-	-	1,710,000	365,000	-	365,000	2,075,000	92.4%	96.4%	93.6%
2032	1,390,000	-	-	-	1,390,000	280,000	-	280,000	1,670,000	93.8%	97.2%	94.9%
2033	1,060,000	-	-	-	1,060,000	190,000	-	190,000	1,250,000	95.3%	98.1%	96.2%
2034	720,000	-	-	-	720,000	95,000	-	95,000	815,000	96.8%	99.1%	97.5%
2035	365,000	-	-	-	365,000	-	-	-	365,000	98.4%	100.0%	98.9%
2036	-	-	-	-	-	-	-	-	-	100.0%	100.0%	100.0%

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Figure 14: Debt Service in 5yr Plan 3 of 3

General Fixed Asset Replacement Fund
Capital Summary

Year	Estimated Replacements							Transfer	Total Expense
	Fire Stations & Equip	Warning Sirens	Info. Systems	Municipal Buildings	Park Facilities	Trails & Pathways	Total Costs	Out to Debt Funds	
2011	$ 149,667	$ -	$ 246,000	$ 657,124	$ 127,100	$ 70,000	$ 1,249,891	$ 180,000	1,429,891
2012	361,640	20,000	113,500	357,000	307,400	92,000	1,251,540	180,000	1,431,540
2013	417,145	22,500	104,500	309,000	280,000	73,000	1,206,145	180,000	1,386,145
2014	258,277	22,500	121,500	285,000	36,700	140,000	863,977	180,000	1,043,977
2015	2,091	15,000	129,500	626,000	323,100	80,000	1,175,691	180,000	1,355,691
2016	92,211	15,000	75,500	225,000	203,000	175,600	786,311	180,000	966,311
2017	495,773	-	144,500	345,000	112,400	83,200	1,180,873	180,000	1,360,873
2018	61,428	-	107,000	255,400	383,000	84,900	891,728	180,000	1,071,728
2019	32,619	-	89,000	170,000	139,000	86,600	517,219	180,000	697,219
2020	113,210	20,000	94,000	461,000	370,000	88,300	1,146,510	180,000	1,326,510
2021	620,254	-	102,000	542,000	128,000	90,100	1,482,354	180,000	1,662,354
2022	460,500	21,000	94,000	365,000	264,000	191,900	1,396,400	180,000	1,576,400
2023	40,000	-	89,000	340,000	124,000	93,700	686,700		686,700
2024	32,217	22,000	107,000	282,000	173,800	95,600	712,617		712,617
2025	40,000	23,000	89,000	880,000	142,000	97,500	1,271,500		1,271,500
2026	1,073,600	-	94,000	256,000	118,000	99,500	1,641,100		1,641,100
2027	47,000	-	167,000	240,000	100,000	101,500	655,500		655,500
2028	1,423,800	-	94,000	399,000	233,000	103,500	2,253,300		2,253,300
2029	287,500	-	389,000	415,000	87,000	105,600	1,284,100		1,284,100
2030	28,000	-	107,000	6,734,000	324,000	232,700	7,425,700	460,000	7,885,700
2031	295,295	-	89,000	756,200	154,100	109,900	1,404,495	460,000	1,864,495
2032	451,900	-	94,000	374,000	118,000	112,100	1,150,000	460,000	1,610,000
2033	108,000	84,000	102,000	546,700	245,000	114,300	1,200,000	460,000	1,660,000
2034	30,000	-	94,000	658,000	250,000	116,600	1,148,600	460,000	1,608,600
2035	1,178,000	-	89,000	403,000	343,000	118,900	2,131,900	460,000	2,591,900
2036	98,000	30,000	107,000	345,000	100,000	121,300	801,300	460,000	1,261,300
2037	787,504	-	154,000	370,000	115,000	123,700	1,550,204	460,000	2,010,204
2038	39,391	-	94,000	527,000	117,600	266,200	1,044,191	460,000	1,504,191
2039	140,000	-	102,000	750,000	230,000	128,700	1,350,700	460,000	1,810,700
2040	89,800	-	94,000	967,000	446,000	288,300	1,885,100	460,000	2,345,100
2041	852,500	-	89,000	724,600	100,000	133,900	1,900,000	460,000	2,360,000
2042	34,000	35,000	107,000	383,000	307,000	136,600	1,002,600	460,000	1,462,600
2043	51,000	-	89,000	470,500	172,000	139,300	921,800	460,000	1,381,800
2044	257,500	-	94,000	225,000	299,000	142,100	1,017,600	460,000	1,477,600
2045	323,179	37,000	102,000	1,976,000	524,200	318,900	3,281,279	460,000	3,741,279
2046	337,700	-	94,000	388,000	125,000	147,800	1,092,500	460,000	1,552,500
2047	162,000	39,000	154,000	300,000	65,000	150,800	870,800	460,000	1,330,800
2048	486,800	-	107,000	411,900	373,000	153,800	1,532,500	460,000	1,992,500
2049	148,000	41,000	455,000	705,000	246,600	156,900	1,752,500	460,000	2,212,500
2050	117,900	42,000	94,000	3,203,000	471,000	160,000	4,087,900	155,000	4,242,900
2051	1,690,800	-	102,000	290,000	222,000	163,200	2,468,000	155,000	2,623,000
2052	1,363,274	-	94,000	1,136,000	297,200	356,500	3,246,974	155,000	3,401,974
2053	164,900	-	89,000	701,700	652,000	169,800	1,777,400	155,000	1,932,400
2054	40,000	-	107,000	320,000	350,000	173,200	990,200	155,000	1,145,200
2055	823,300	-	89,000	904,000	392,000	386,700	2,595,000	155,000	2,750,000
2056	41,000	-	94,000	255,000	100,000	180,200	670,200	155,000	825,200

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Figure 15: Replacement Fund

RESPONSIBLE CONTRACTOR CERTIFICATION

City Of Shoreview
4600 Victoria Street North
Shoreview, Minnesota 55126

By signing this document, I certify that I am an owner or officer of the Contractor and am verifying under oath that:

1. Contractor is in compliance with Minnesota Statues, Section 16C.285.

2. A list is attached of first-tier Subcontractors that the Contractor intends to retain for work on the project.

_____   _____
Authorized Signature of Owner or Officer   Printed Name

_____   _____
Title   Date

_____
Company Name